

# Fiscal Year 2022 Budget Request

Office of the Secretary of State



JOHN R. ASHCROFT  
Secretary of State

Includes Governor's Recommendations

## TABLE OF CONTENTS

	Page		Page
<b>BUDGET SUMMARY REPORTS</b>		<b>RECORDS SERVICES</b>	
<u>Table of Contents</u>	1	<u>Core - Federal Grants</u>	117
<u>Department Overview</u>	2	<u>Core - Local Records Preservation Grants</u>	124
<u>State Auditor's Reports</u>	3	<u>Core - Document Preservation</u>	131
<b>OPERATING BUDGET</b>		<b>LIBRARY SERVICES</b>	
<u>NDI - FY22 Pay Plan</u>	4	<u>Core - State Aid</u>	138
<u>NDI - 2020 MCCEO GA EO Pay Plan</u>	11	<u>Core - REAL</u>	145
<u>Core - All Division</u>	14	<u>NDI - REAL Increase</u>	154
<u>FY21 One-Time COVID Transfers</u>	53	<u>Core - Federal Aid for Public Libraries</u>	160
<b>GRANTS &amp; PROJECTS/REFUNDS/RESTITUTION/FAMILY TRUST</b>		<u>Core - Library Networking Fund Transfer</u>	168
<u>Core - Grants &amp; Projects</u>	56	<u>NDI - Library Networking Fund Transfer Increase</u>	175
<u>Core - Refunds</u>	63	<u>Core - Library Networking Fund</u>	180
<u>Core - Investor Restitution</u>	70	<u>NDI - Library Networking Fund Increase</u>	187
<u>Core - Family Trust Company</u>	77	<b>BLUE BOOK</b>	
<b>ELECTIONS</b>		<u>Core - Blue Book Printing</u>	192
<u>Core - Election Public Notice</u>	84	<b>SUPPLEMENTAL</b>	
<u>Core - Elections Absentee Ballots</u>	91	<u>Absentee Ballot Cost</u>	200
<u>Core - Elections Cost Transfer</u>	98		
<u>NDI - Elections Cost Transfer Increase</u>	105		
<u>Core - Federal Election Reform</u>	110		

## SECRETARY OF STATE'S OFFICE

The major divisions within the Secretary of State's office are: Administrative Rules, Business Services, Elections, Fiscal, HR, and Facilities, Information Technology, Records Services, Securities, and State Library.

The Administrative Rules Division publishes proposed rules and emergency rules in the Missouri Register. An agency may file an emergency rule if the agency finds an immediate danger to the public health, safety or welfare requiring emergency action or if the emergency rule is necessary to preserve a compelling governmental interest that requires an early effective date. The Division also publishes final rules monthly in the Code of State Regulations.

The Business Services Division is comprised of four units: Notaries and Commissions, Corporations, Uniform Commercial Code (UCC) and Safe at Home. The Commission unit commissions notaries public and certifies notaries for foreign documents, elected officials and the State Registrar of Vital Records. It also authenticates acts of the Governor and maintains bonds and oaths of office for state officials. The Corporations unit is responsible for registration of Missouri and out-of-state businesses doing business in the state, including for profit and nonprofit corporations and specialized businesses. The UCC unit perfects personal property liens and other creditor interests under the UCC. The division also registers trademarks and service marks and keeps a registry of all marks. The division oversees the Safe at Home address confidentiality program, which helps protect survivors of sexual assault, rape, stalking, human trafficking, domestic violence or other crimes by providing a substitute mailing address to use on new records they create with government agencies and the courts.

The Elections Division oversees all statewide elections, for both candidates and issues, which are run at the local level by Missouri's 116 local election authorities (county clerks or election boards). Missouri has more than four million registered voters, and in the 2018 November general election, 2.44 million voters went to the polls. Candidates for the six constitutional state offices, U.S. Congress, the General Assembly, and circuit judges not covered by the non-partisan court plan, file for election with the Secretary of State. The Secretary of State also certifies statewide ballot measures that are proposed by the General Assembly or through the referendum or the initiative petition process. It is the responsibility of the office to canvass, certify and publish election results.

The Fiscal, HR and Facilities Division provides fiscal, budget, procurement, human resources, facilities management support, and general office services to the Secretary of State's office.

The Information Technology Service Division is responsible for developing, maintaining, and monitoring the information systems within the Secretary of State's office to ensure information is functional, accessible, and secured for use by the Secretary of State's office, other state departments, counties and the general public. The division is continually implementing cybersecurity measures to maintain and advance overall information security within the Office.

The Records Services Division has three sections: Missouri State Archives, Local Records and Records Management. It is responsible for managing both current and historical records of the state to ensure those records are accessible to Missouri citizens. It is also responsible for assisting local governments in records preservation and management. The Records Services Division, in conjunction with the Missouri State Library, oversees MissouriDigitalHeritage.com, a statewide program to expand historical information accessible on the Internet.

The Securities Division is responsible for protecting Missouri investors from fraud and for ensuring that firms and individuals that sell securities comply with the securities laws in the state. The division enforces the Missouri Securities Act of 2003. The division is organized into three sections: investor education, enforcement, and registration. The Securities Division also oversees the Missouri Investor Protection Center, which creates and promotes investor education initiatives designed to educate and assist both current and future investors.

The Missouri State Library provides library and reference services to Missouri state government, provides library services to the blind and physically disabled, and promotes the development and improvement of library services for citizens throughout the state. The Library Development section supports libraries through consulting, administration of grant programs, continuing education and statewide programs to improve the quality of library service for all Missouri citizens. The Reference Services section delivers library services, including access to research databases, to meet the needs of state government. Wolfner Talking Book and Braille Library serves as the public library for Missourians unable to use standard print because of a visual or physical disability.

Auditor's Reports, Oversight Evaluations, and Missouri Sunset Act Reports

Program or Division Name	Type of Report	Date Issued	Website
Office of the Secretary of State July 1, 2016 to January 9, 2017	Audit	06/2017	<a href="https://app.auditor.mo.gov/Repository/Press/2017057321581.pdf">https://app.auditor.mo.gov/Repository/Press/2017057321581.pdf</a>



NEW DECISION ITEM  
RANK: 2 OF 8

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23140C
<b>Division</b>	All Divisions		
<b>DI Name</b>	FY 22 Pay Plan	<b>DI#</b>	0000012
		<b>HB Section</b>	12.055

**1. AMOUNT OF REQUEST**

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Federal	Other	Total
PS	78,700	5,580	21,688	105,968
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>78,700</b>	<b>5,580</b>	<b>21,688</b>	<b>105,968</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	26,065	1,848	7,183	35,097
--------------------	--------	-------	-------	--------

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input checked="" type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The Governor's Fiscal Year 2022 budget includes appropriation authority for a 2% pay raise for state employees beginning January 1, 2022.

NEW DECISION ITEM  
RANK: 2 OF 8

Department	Secretary of State	Budget Unit	23140C
Division	All Divisions		
DI Name	FY 22 Pay Plan	DI# 0000012	HB Section 12.055

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

The appropriated amount for the Fiscal Year 2022 pay plan was based on personal service appropriations.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
100-Salaries and Wages							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
<b>Grand Total</b>	0	0.0	0	0.0	0	0.0	0	0.0	0

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
100-Salaries and Wages	78,700		5,580		21,688		105,968	0.0	
<b>Total PS</b>	78,700	0.0	5,580	0.0	21,688	0.0	105,968	0.0	0
<b>Grand Total</b>	78,700	0.0	5,580	0.0	21,688	0.0	105,968	0.0	0

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>Pay Plan - 0000012</b>								
ADMINISTRATIVE ASSISTANT	0	0.00	0	0.00	0	0.00	309	0.00
REGIONAL VOTER ID REP	0	0.00	0	0.00	0	0.00	771	0.00
PERSONNEL OFFICER	0	0.00	0	0.00	0	0.00	542	0.00
EDITOR IN CHIEF	0	0.00	0	0.00	0	0.00	567	0.00
DIRECTOR OF PUBLICATIONS	0	0.00	0	0.00	0	0.00	574	0.00
LOCAL RECORDS DIRECTOR	0	0.00	0	0.00	0	0.00	639	0.00
COMMISSIONER OF SECURITIES	0	0.00	0	0.00	0	0.00	1,021	0.00
DIRECTOR OF BUS SERVICES	0	0.00	0	0.00	0	0.00	853	0.00
RECORDS MANAGEMENT DIRECTOR	0	0.00	0	0.00	0	0.00	544	0.00
SENIOR SPECIALIST	0	0.00	0	0.00	0	0.00	429	0.00
EXECUTIVE SECRETARY	0	0.00	0	0.00	0	0.00	603	0.00
LEG LIAISON/SPEC ASST TO SOS	0	0.00	0	0.00	0	0.00	447	0.00
CORPORATIONS SPECIALIST I	0	0.00	0	0.00	0	0.00	794	0.00
CORPORATIONS SPECIALIST II	0	0.00	0	0.00	0	0.00	1,918	0.00
CORPORATIONS SPECIALIST III	0	0.00	0	0.00	0	0.00	4,314	0.00
CORPORATIONS SPECIALIST IV	0	0.00	0	0.00	0	0.00	1,377	0.00
CASH SPECIALIST I	0	0.00	0	0.00	0	0.00	292	0.00
CASH SPECIALIST II	0	0.00	0	0.00	0	0.00	292	0.00
CASH SPECIALIST III	0	0.00	0	0.00	0	0.00	328	0.00
CASH SPECIALIST IV	0	0.00	0	0.00	0	0.00	1,068	0.00
COMMISSIONS SPECIALIST I	0	0.00	0	0.00	0	0.00	570	0.00
COMMISSIONS SPECIALIST III	0	0.00	0	0.00	0	0.00	657	0.00
EDITOR	0	0.00	0	0.00	0	0.00	367	0.00
DR OF REC SRV AND ST ARCHIVIST	0	0.00	0	0.00	0	0.00	948	0.00
ASSISTANT STATE ARCHIVIST	0	0.00	0	0.00	0	0.00	614	0.00
CORPORATIONS SUPERVISOR IV	0	0.00	0	0.00	0	0.00	828	0.00
RECORDS ANALYST	0	0.00	0	0.00	0	0.00	818	0.00
OUTREACH VOTER ID SPECIALIST	0	0.00	0	0.00	0	0.00	311	0.00
COMMISSIONS SUPERVISOR IV	0	0.00	0	0.00	0	0.00	414	0.00
REVENUE MANAGER	0	0.00	0	0.00	0	0.00	488	0.00
ADMINISTRATIVE ARCHIVIST	0	0.00	0	0.00	0	0.00	450	0.00
PUBLICATIONS SPECIALIST	0	0.00	0	0.00	0	0.00	373	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>Pay Plan - 0000012</b>								
COMPUTER INFO TECH II	0	0.00	0	0.00	0	0.00	265	0.00
COMPUTER INFO TECH III	0	0.00	0	0.00	0	0.00	1,396	0.00
ARCHIVIST	0	0.00	0	0.00	0	0.00	8,578	0.00
ARCHIVES TECHNICIAN	0	0.00	0	0.00	0	0.00	1,146	0.00
ARCHIVES TECHNICIAN II	0	0.00	0	0.00	0	0.00	306	0.00
PART-TIME OTHER	0	0.00	0	0.00	0	0.00	564	0.00
OFFICE SUPPORT TECHNICIAN	0	0.00	0	0.00	0	0.00	131	0.00
RECORDS CENTER MANAGER	0	0.00	0	0.00	0	0.00	446	0.00
DIRECTOR-FIELD OPERATIONS	0	0.00	0	0.00	0	0.00	1,585	0.00
GRANT OFFICER	0	0.00	0	0.00	0	0.00	505	0.00
COMPLIANCE EXAMINER	0	0.00	0	0.00	0	0.00	1,102	0.00
LIBRARIAN II	0	0.00	0	0.00	0	0.00	1,753	0.00
INVESTIGATOR IV	0	0.00	0	0.00	0	0.00	464	0.00
COMPLIANCE EXAMINER I	0	0.00	0	0.00	0	0.00	586	0.00
COMPLIANCE EXAMINER II	0	0.00	0	0.00	0	0.00	465	0.00
COMPLIANCE EXAMINER III	0	0.00	0	0.00	0	0.00	423	0.00
STATE LIBRARIAN	0	0.00	0	0.00	0	0.00	884	0.00
READER ADVISOR	0	0.00	0	0.00	0	0.00	2,575	0.00
CLERK II	0	0.00	0	0.00	0	0.00	548	0.00
CLERK IV	0	0.00	0	0.00	0	0.00	327	0.00
REFERENCE SERVICES MANAGER	0	0.00	0	0.00	0	0.00	500	0.00
CLERK I	0	0.00	0	0.00	0	0.00	515	0.00
CIRCULATION PROCESSING ASST	0	0.00	0	0.00	0	0.00	1,641	0.00
CIRCULATION MANAGER	0	0.00	0	0.00	0	0.00	412	0.00
PT OTHER-RESEARCH ANALYST I	0	0.00	0	0.00	0	0.00	140	0.00
CONSERVATOR	0	0.00	0	0.00	0	0.00	1,760	0.00
CONSERVATOR TECHNICIAN	0	0.00	0	0.00	0	0.00	304	0.00
SECURITIES REG SPECIALIST	0	0.00	0	0.00	0	0.00	377	0.00
INVESTOR ED SPECIALIST	0	0.00	0	0.00	0	0.00	788	0.00
INVESTIGATOR I	0	0.00	0	0.00	0	0.00	787	0.00
INVESTIGATOR II	0	0.00	0	0.00	0	0.00	810	0.00
LIBRARIAN	0	0.00	0	0.00	0	0.00	402	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>Pay Plan - 0000012</b>								
COMPUTER INFO TECH SPEC I	0	0.00	0	0.00	0	0.00	3,024	0.00
DIRECTOR LIBRARY DEV	0	0.00	0	0.00	0	0.00	652	0.00
LIBRARY CONSULTANT	0	0.00	0	0.00	0	0.00	2,279	0.00
DIRECTOR REF SERVICES	0	0.00	0	0.00	0	0.00	534	0.00
ADMINISTATIVE AIDE II	0	0.00	0	0.00	0	0.00	306	0.00
ADMINISTRATIVE AIDE III	0	0.00	0	0.00	0	0.00	1,322	0.00
VOLUNTEER & REC STUDIO MNGR	0	0.00	0	0.00	0	0.00	456	0.00
DIRECTOR-WOLFNER LIBRARY	0	0.00	0	0.00	0	0.00	670	0.00
READER SERVICES MANAGER	0	0.00	0	0.00	0	0.00	491	0.00
DEPUTY CHIEF INFO OFFICER	0	0.00	0	0.00	0	0.00	791	0.00
COMPUTER INFO TECH I	0	0.00	0	0.00	0	0.00	428	0.00
COMP INFO TECH IV	0	0.00	0	0.00	0	0.00	526	0.00
CHIEF INFORMATION OFFICER	0	0.00	0	0.00	0	0.00	929	0.00
STRATEGIC PROJECT MANAGER	0	0.00	0	0.00	0	0.00	546	0.00
TECH I	0	0.00	0	0.00	0	0.00	279	0.00
TECH II	0	0.00	0	0.00	0	0.00	4,721	0.00
TECH III	0	0.00	0	0.00	0	0.00	649	0.00
MANAGING EDITOR	0	0.00	0	0.00	0	0.00	389	0.00
ACCOUNTANT I	0	0.00	0	0.00	0	0.00	350	0.00
ASSOCIATE EDITOR	0	0.00	0	0.00	0	0.00	356	0.00
COMPUTER INFO TECH TRAINEE	0	0.00	0	0.00	0	0.00	639	0.00
COMPUTER INFO TECH SPEC II	0	0.00	0	0.00	0	0.00	1,409	0.00
RESEARCH ANALYST I	0	0.00	0	0.00	0	0.00	1,356	0.00
SECURITIES OFFICE MANAGER	0	0.00	0	0.00	0	0.00	554	0.00
SENIOR RECORDS ANALYST	0	0.00	0	0.00	0	0.00	436	0.00
RECEPTIONIST II	0	0.00	0	0.00	0	0.00	374	0.00
GRAPHIC ARTS SPECIALIST I	0	0.00	0	0.00	0	0.00	708	0.00
DIRECTOR OF INV PRO & ED	0	0.00	0	0.00	0	0.00	513	0.00
DIRECTOR OF ENFORCEMENT	0	0.00	0	0.00	0	0.00	780	0.00
DEP DIR OF BUSINESS SERVICES	0	0.00	0	0.00	0	0.00	667	0.00
PRINC ASST FOR BOARDS & COMMS	0	0.00	0	0.00	0	0.00	416	0.00
SECURITIES SPECIALIST	0	0.00	0	0.00	0	0.00	337	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>Pay Plan - 0000012</b>								
CHIEF COUNSEL	0	0.00	0	0.00	0	0.00	780	0.00
HISTORICAL EDUCATOR	0	0.00	0	0.00	0	0.00	326	0.00
SUPERVISING ARCHIVIST	0	0.00	0	0.00	0	0.00	442	0.00
ELECTIONS SPECIALIST	0	0.00	0	0.00	0	0.00	1,562	0.00
MCVR ADMINISTRATOR	0	0.00	0	0.00	0	0.00	478	0.00
COMPUTER INFO TECH MANAGER I	0	0.00	0	0.00	0	0.00	1,305	0.00
ACCOUNTING SPECIALIST II	0	0.00	0	0.00	0	0.00	485	0.00
PROGRAM MANAGER	0	0.00	0	0.00	0	0.00	566	0.00
IMAGING SERVICES MANAGER	0	0.00	0	0.00	0	0.00	448	0.00
ACCOUNTING ANALYST II	0	0.00	0	0.00	0	0.00	904	0.00
PROGRAM SPECIALIST	0	0.00	0	0.00	0	0.00	322	0.00
PARALEGAL	0	0.00	0	0.00	0	0.00	403	0.00
SECURITIES ENFORCEMENT COUNSEL	0	0.00	0	0.00	0	0.00	1,557	0.00
ELECTIONS SUPPORT ASSISTANT	0	0.00	0	0.00	0	0.00	366	0.00
CENTRAL SERVICES TECHNICIAN	0	0.00	0	0.00	0	0.00	691	0.00
CENTRAL SERVICES SUPERVISOR	0	0.00	0	0.00	0	0.00	425	0.00
DIR OF FISCAL/HR/FACILITIES	0	0.00	0	0.00	0	0.00	884	0.00
COMMUNICATIONS ASST	0	0.00	0	0.00	0	0.00	357	0.00
COMMUNICATIONS SPECIALIST II	0	0.00	0	0.00	0	0.00	412	0.00
DIR OF PUB AFFAIRS & STRAT COMM	0	0.00	0	0.00	0	0.00	832	0.00
DIR VULNERABLE CONSTITUENT SVS	0	0.00	0	0.00	0	0.00	539	0.00
YOUTH SVS LIBRARIAN/CONSULTANT	0	0.00	0	0.00	0	0.00	416	0.00
PERSONNEL ANALYST I	0	0.00	0	0.00	0	0.00	440	0.00
DIRECTOR OF ELECTIONS	0	0.00	0	0.00	0	0.00	670	0.00
DIRECTOR OF ELECTIONS/COUNSEL	0	0.00	0	0.00	0	0.00	670	0.00
DEPUTY GEN ELECTIONS/COUNSEL	0	0.00	0	0.00	0	0.00	852	0.00
PROCUREMENT OFFICER II	0	0.00	0	0.00	0	0.00	453	0.00
LEGISLATIVE LIAISON	0	0.00	0	0.00	0	0.00	386	0.00
GENERAL COUNSEL	0	0.00	0	0.00	0	0.00	1,034	0.00
EXEC DEPUTY SOS/CHIEF OF STAFF	0	0.00	0	0.00	0	0.00	1,082	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
Pay Plan - 0000012								
DEPUTY CHIEF OF STAFF	0	0.00	0	0.00	0	0.00	989	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	105,968	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$105,968</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$78,700	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$5,580	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$21,688	0.00

NEW DECISION ITEM  
RANK: 2 OF 8

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23140C
<b>Division</b>	Executive Services		
<b>DI Name</b>	2020 MCCCEO GA EO Pay Plan	<b>DI#</b>	0000013
		<b>HB Section</b>	12.055

**1. AMOUNT OF REQUEST**

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Federal	Other	Total
PS	1,347	0	0	1,347
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>1,347</b>	<b>0</b>	<b>0</b>	<b>1,347</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	446	0	0	446
--------------------	-----	---	---	-----

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input checked="" type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The Governor's Fiscal Year 2022 budget includes appropriation authority for a 2.5% pay raise for statewide elected officials and General Assembly members, consistent with the recommendations of the Missouri Citizens' Commission for the Compensation of Elected Officials (MCCCEO), beginning January 1, 2022.

The recipients of this pay plan are excluded from the Governor's other statewide pay plan recommendations.



**NEW DECISION ITEM**  
**RANK: 2 OF 8**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23140C
<b>Division</b>	Executive Services		
<b>DI Name</b>	2020 MCCCEO GA EO Pay Plan	<b>DI#</b>	0000013
		<b>HB Section</b>	12.055

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT.** (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

The appropriated amount for the Fiscal Year 2022 pay plan for statewide elected officials and members of the General Assembly was based on personal service appropriations and the currently budgeted salaries for those officials.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
100-Salaries and Wages							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
<b>Grand Total</b>	0	0.0	0	0.0	0	0.0	0	0.0	0

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
100-Salaries and Wages	1,347						1,347	0.0	
<b>Total PS</b>	1,347	0.0	0	0.0	0	0.0	1,347	0.0	0
<b>Grand Total</b>	1,347	0.0	0	0.0	0	0.0	1,347	0.0	0

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
2020 MCCCEO GA EO Pay Plan - 0000013								
SECRETARY OF STATE	0	0.00	0	0.00	0	0.00	1,347	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	1,347	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$0	0.00	\$1,347	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$1,347	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

CORE DECISION ITEM									
<b>Department</b>	Secretary of State				<b>Budget Unit</b>	23140C			
<b>Division</b>	All Divisions - See Program Descriptions				<b>HB Section</b>	12.055			
<b>Core</b>	Operating Core								
<b>1. CORE FINANCIAL SUMMARY</b>									
	FY 2022 Budget Request					FY 2022 Governor's Recommendation			
	GR	Federal	Other	Total		GR	Fed	Other	Total
<b>PS</b>	7,977,604	557,989	2,168,850	10,704,443	<b>PS</b>	7,977,604	557,989	2,168,850	10,704,443
<b>EE</b>	1,580,225	152,574	4,059,113	5,791,912	<b>EE</b>	1,580,225	152,574	4,059,113	5,791,912
<b>PSD</b>	45,001	0	0	45,001	<b>PSD</b>	45,001	0	0	45,001
<b>TRF</b>	0	0	0	0	<b>TRF</b>	0	0	0	0
<b>Total</b>	9,602,830	710,563	6,227,963	16,541,356	<b>Total</b>	9,602,830	710,563	6,227,963	16,541,356
<b>FTE</b>	205.76	12.80	48.74	267.30	<b>FTE</b>	0.00	0.00	0.00	0.00
<b>Est. Fringe</b>	2,642,182	184,806	718,323	3,545,312	<b>Est. Fringe</b>	2,642,182	184,806	718,323	3,545,312
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
Other Funds:	Technology Trust Fund (0266) - 28.160 RSMo Local Records (0577) - 59.319 RSMo Investor Education & Protection (0829) - 409.006.601 RSMo Wolfner Library Trust Fund (0928) - 181.150 RSMo				Other Funds:	Technology Trust Fund (0266) - 28.160 RSMo Local Records (0577) - 59.319 RSMo Investor Education & Protection (0829) - 409.006.601 RSMo Wolfner Library Trust Fund (0928) - 181.150 RSMo			
<b>2. CORE DESCRIPTION</b>									
This core represents all operating expenses for the Secretary of State of the of nine separate divisions: Administrative Services, Executive Services, Elections, Record Services, Administrative Rules, Securities, Business Services, Information Technology Services, and Library Services.									
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>									
Administrative Services - Fiscal, Central Services, Human Resources, and Publications Executive Services - Executive, Legal Staff, and Communications Elections Record Services - Archives, Records Management, and Local Records Administrative Rules Securities Business Services Information Technology Services Library Services - Administration, Library Reference, Library Development, and Wolfner									

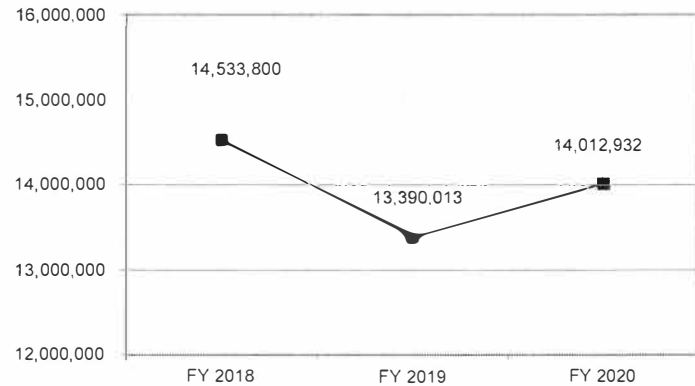
**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23140C
<b>Division</b>	All Divisions - See Program Descriptions		
<b>Core</b>	Operating Core	<b>HB Section</b>	12.055

**4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	19,399,502	16,798,719	16,860,065	16,541,356
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	19,399,502	16,798,719	16,860,065	N/A
Actual Expenditures (All Funds)	14,533,800	13,390,013	14,012,932	N/A
Unexpended (All Funds)	4,865,702	3,408,706	2,847,133	N/A
Unexpended, by Fund:				
General Revenue	30,183	29,600	466,102	N/A
Federal	1,942,927	319,670	392,518	N/A
Other	2,892,592	3,059,436	1,988,513	N/A

**Actual Expenditures (All Funds)**



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

FY18 to FY19 appropriation was decreased by \$2,600,783. \$1,500,000 in federal appropriation was removed, GR voter ID was decreased to \$250,000 from \$1,500,000, Wolfner Trust Fund was increased by \$54,500 for a one-time decision item and the pay plan increased by \$94,717.

FY19 to FY20 appropriation was increased by \$61,346. Wolfner Trust Fund was decreased by \$54,500, 2 FTE were eliminated by \$135,162, and the pay plan increased by \$251,008.

FY20 to FY21 appropriation was decreased by \$318,709. FY21 includes a core reduction of \$475,000 in E & E and the pay plan increased the core by \$156,291.

In FY21, \$350,000 of GR E & E was restricted. \$250,000 was voter ID and an additional \$100,000 of GR E & E was voluntarily restricted due to the budget crisis.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
SECRETARY OF STATE

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	267.30	7,977,604	557,989	2,168,850	10,704,443	
	EE	0.00	1,580,225	152,574	4,059,113	5,791,912	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>267.30</b>	<b>9,602,830</b>	<b>710,563</b>	<b>6,227,963</b>	<b>16,541,356</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	267.30	7,977,604	557,989	2,168,850	10,704,443	
	EE	0.00	1,580,225	152,574	4,059,113	5,791,912	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>267.30</b>	<b>9,602,830</b>	<b>710,563</b>	<b>6,227,963</b>	<b>16,541,356</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	267.30	7,977,604	557,989	2,168,850	10,704,443	
	EE	0.00	1,580,225	152,574	4,059,113	5,791,912	
	PD	0.00	45,001	0	0	45,001	
	<b>Total</b>	<b>267.30</b>	<b>9,602,830</b>	<b>710,563</b>	<b>6,227,963</b>	<b>16,541,356</b>	

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
PERSONAL SERVICES								
GENERAL REVENUE	7,769,123	186.32	7,977,604	205.76	7,977,604	205.76	7,977,604	205.76
ELECTION ADMIN IMPROVEMENT	158,300	3.08	291,401	6.00	291,401	6.00	291,401	6.00
SEC OF STATE-FEDERAL FUNDS	189,908	5.86	266,588	6.80	266,588	6.80	266,588	6.80
SEC OF ST TECHNOLOGY TRUST	191,033	3.81	393,067	8.00	393,067	8.00	393,067	8.00
LOCAL RECORDS PRESERVATION	413,091	9.44	1,079,197	25.24	1,079,197	25.24	1,079,197	25.24
INVESTOR EDUC & PROTECTION	438,714	7.80	696,586	15.50	696,586	15.50	696,586	15.50
TOTAL - PS	9,160,169	216.31	10,704,443	267.30	10,704,443	267.30	10,704,443	267.30
EXPENSE & EQUIPMENT								
GENERAL REVENUE	1,211,135	0.00	1,580,225	0.00	1,580,225	0.00	1,580,225	0.00
SEC OF STATE-FEDERAL FUNDS	36,712	0.00	152,574	0.00	152,574	0.00	152,574	0.00
SEC OF ST TECHNOLOGY TRUST	3,122,747	0.00	3,161,180	0.00	3,161,180	0.00	3,161,180	0.00
LOCAL RECORDS PRESERVATION	69,709	0.00	319,969	0.00	319,969	0.00	319,969	0.00
INVESTOR EDUC & PROTECTION	346,961	0.00	547,964	0.00	547,964	0.00	547,964	0.00
SEC OF ST-WOLFNER LIBRARY	23,639	0.00	30,000	0.00	30,000	0.00	30,000	0.00
TOTAL - EE	4,810,903	0.00	5,791,912	0.00	5,791,912	0.00	5,791,912	0.00
PROGRAM-SPECIFIC								
GENERAL REVENUE	41,860	0.00	45,001	0.00	45,001	0.00	45,001	0.00
TOTAL - PD	41,860	0.00	45,001	0.00	45,001	0.00	45,001	0.00
<b>TOTAL</b>	<b>14,012,932</b>	<b>216.31</b>	<b>16,541,356</b>	<b>267.30</b>	<b>16,541,356</b>	<b>267.30</b>	<b>16,541,356</b>	<b>267.30</b>
<b>Pay Plan - 0000012</b>								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	78,700	0.00
ELECTION ADMIN IMPROVEMENT	0	0.00	0	0.00	0	0.00	2,915	0.00
SEC OF STATE-FEDERAL FUNDS	0	0.00	0	0.00	0	0.00	2,665	0.00
SEC OF ST TECHNOLOGY TRUST	0	0.00	0	0.00	0	0.00	3,930	0.00
LOCAL RECORDS PRESERVATION	0	0.00	0	0.00	0	0.00	10,793	0.00
INVESTOR EDUC & PROTECTION	0	0.00	0	0.00	0	0.00	6,965	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	105,968	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>105,968</b>	<b>0.00</b>

1/27/21 15:18

im\_disummary

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
2020 MCCCEO GA EO Pay Plan - 0000013								
PERSONAL SERVICES								
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	1,347	0.00
TOTAL - PS	0	0.00	0	0.00	0	0.00	1,347	0.00
TOTAL	0	0.00	0	0.00	0	0.00	1,347	0.00
<b>GRAND TOTAL</b>	<b>\$14,012,932</b>	<b>216.31</b>	<b>\$16,541,356</b>	<b>267.30</b>	<b>\$16,541,356</b>	<b>267.30</b>	<b>\$16,648,671</b>	<b>267.30</b>

1/27/21 15:18

im\_disummary

# FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 23140C	<b>DEPARTMENT:</b> Secretary of State
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions

**1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed. If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.**

100%	Fund	0101	0073	Personal Service	\$ 7,977,604
100%	Fund	0101	0077	Expense and Equipment	1,625,226
100%	Fund	0157	4490	Personal Service	291,401
100%	Fund	0195	4193	Personal Service	266,588
100%	Fund	0195	4194	Expense and Equipment	152,574
100%	Fund	0266	2221	Personal Service	393,067
100%	Fund	0266	2222	Expense and Equipment	3,161,180
100%	Fund	0577	9491	Personal Service	1,079,197
100%	Fund	0577	9492	Expense and Equipment	319,969
100%	Fund	0829	5532	Personal Service	696,586
100%	Fund	0829	5533	Expense and Equipment	547,964
100%	Fund	0928	4195	Expense and Equipment	30,000
				Total	<u>\$16,541,356</u>

## DEPARTMENT REQUEST

Section	PS or EE	Core	% Flex Requested	Flex Request Amount
HB 12.055	PS	\$10,704,443	100%	\$10,704,443
HB 12.055	E & E	\$5,836,913	100%	<u>\$5,836,913</u>
		Total		\$16,541,356



## FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER:</b> 23140C	<b>DEPARTMENT:</b> Secretary of State
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions

**2. Estimate how much flexibility will be used for the budget year. How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.**

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$0	\$0	No utilization planned at this time.

**3. Please explain how flexibility was used in the prior and/or current years.**

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
The flexibility option for the operating core was not used in Fiscal Year 2020.	Unknown at this time

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
SECRETARY OF STATE	107,746	1.00	107,746	1.00	107,746	1.00	107,746	1.00
ADMINISTRATIVE ASSISTANT	26,957	0.91	21,408	0.75	30,900	1.00	30,900	1.00
REGIONAL VOTER ID REP	0	0.00	77,148	2.00	77,148	2.00	77,148	2.00
PERSONNEL OFFICER	34,660	0.71	0	0.00	54,162	1.00	54,162	1.00
EDITOR IN CHIEF	55,827	1.00	56,720	1.00	56,720	1.00	56,720	1.00
DIRECTOR OF PUBLICATIONS	56,534	1.00	57,437	1.00	57,437	1.00	57,437	1.00
LOCAL RECORDS DIRECTOR	62,886	1.00	63,889	1.00	63,889	1.00	63,889	1.00
COMMISSIONER OF SECURITIES	100,472	1.00	102,080	1.00	102,080	1.00	102,080	1.00
DIRECTOR OF BUS SERVICES	83,968	1.00	85,309	1.00	85,309	1.00	85,309	1.00
RECORDS MANAGEMENT DIRECTOR	53,556	1.00	54,410	1.00	54,410	1.00	54,410	1.00
LEAD SENIOR OFFICE SUPP ASST	17,193	0.54	32,684	1.00	0	0.00	0	0.00
SENIOR SPECIALIST	42,194	1.00	42,865	1.00	42,865	1.00	42,865	1.00
EXECUTIVE SECRETARY	58,919	1.00	59,072	1.00	60,324	1.00	60,324	1.00
LEG LIAISON/SPEC ASST TO SOS	44,028	1.00	44,731	1.00	44,731	1.00	44,731	1.00
CORPORATIONS SPECIALIST I	138,071	5.05	166,860	6.00	79,440	3.00	79,440	3.00
CORPORATIONS SPECIALIST II	56,089	1.98	104,392	3.50	191,812	6.50	191,812	6.50
CORPORATIONS SPECIALIST III	405,318	12.42	544,197	30.26	431,378	28.01	431,378	28.01
CORPORATIONS SPECIALIST IV	67,917	2.00	69,000	2.00	137,700	4.00	137,700	4.00
CASH SPECIALIST I	6,761	0.24	0	0.00	29,182	1.00	29,182	1.00
CASH SPECIALIST II	43,388	1.52	58,364	2.00	29,182	1.00	29,182	1.00
CASH SPECIALIST III	32,312	1.00	32,828	1.00	32,828	1.00	32,828	1.00
CASH SPECIALIST IV	105,107	3.00	106,785	3.00	106,785	3.00	106,785	3.00
COMMISSIONS SPECIALIST I	23,999	0.88	27,810	1.00	56,992	2.00	56,992	2.00
COMMISSIONS SPECIALIST II	58,453	2.04	58,364	2.00	0	0.00	0	0.00
COMMISSIONS SPECIALIST III	32,312	1.00	32,829	1.00	65,711	2.00	65,711	2.00
CORPORATIONS TECHNICIAN	1,327	0.05	0	0.00	0	0.00	0	0.00
EDITOR	36,135	1.00	36,709	1.00	36,709	1.00	36,709	1.00
DR OF REC SRV AND ST ARCHIVIST	93,311	1.00	94,800	1.00	94,800	1.00	94,800	1.00
ASSISTANT STATE ARCHIVIST	60,429	1.00	61,395	1.00	61,395	1.00	61,395	1.00
CORPORATIONS SUPERVISOR IV	92,202	2.24	82,837	2.00	82,837	2.00	82,837	2.00
RECORDS ANALYST	70,128	1.75	81,811	2.00	81,811	2.00	81,811	2.00
OUTREACH VOTER ID SPECIALIST	0	0.00	31,075	1.00	31,075	1.00	31,075	1.00

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
DIRECTOR OF INFORMATION TECH	17,750	0.21	0	0.00	0	0.00	0	0.00
COMMISSIONS SUPERVISOR IV	40,768	1.00	41,419	1.00	41,419	1.00	41,419	1.00
SR OFC SUPPORT ASST (KEYBRD)	16,101	0.54	30,608	1.00	0	0.00	0	0.00
CASH SUPERVISOR IV	1,676	0.04	0	0.00	0	0.00	0	0.00
REVENUE MANAGER	37,785	0.78	48,823	1.00	48,823	1.00	48,823	1.00
ADMINISTRATIVE ARCHIVIST	13,125	0.29	0	0.00	45,000	1.00	45,000	1.00
PUBLICATIONS SPECIALIST	36,729	1.00	37,315	1.00	37,315	1.00	37,315	1.00
COMPUTER INFO TECH II	58,493	1.38	70,389	2.00	26,505	1.00	26,505	1.00
COMPUTER INFO TECH III	72,835	1.62	91,662	2.00	139,646	3.00	139,646	3.00
ARCHIVIST	681,079	16.70	902,776	20.99	857,776	19.99	857,776	19.99
ARCHIVES TECHNICIAN	110,450	3.92	114,541	4.00	114,541	4.00	114,541	4.00
ARCHIVES TECHNICIAN II	14,036	0.46	0	0.00	30,608	1.00	30,608	1.00
PART-TIME OTHER	65,521	2.51	59,792	2.50	56,366	2.50	56,366	2.50
RECORDS CENTER SUPERVISOR	9,408	0.25	44,648	1.00	0	0.00	0	0.00
OFFICE SUPPORT TECHNICIAN	15,846	0.60	13,091	0.50	13,091	0.50	13,091	0.50
RECORDS CENTER MANAGER	30,873	0.75	0	0.00	44,648	1.00	44,648	1.00
ADMINISTRATIVE AIDE I	13,554	0.50	27,922	1.00	0	0.00	0	0.00
HUMAN RESOURCES MANAGER	17,072	0.32	54,162	1.00	0	0.00	0	0.00
DIRECTOR-FIELD OPERATIONS	155,975	3.00	158,467	3.00	158,467	3.00	158,467	3.00
GRANT OFFICER	49,791	1.04	47,277	1.00	50,477	1.00	50,477	1.00
COMPLIANCE EXAMINER	61,654	1.60	117,877	3.00	110,219	3.00	110,219	3.00
LIBRARIAN II	162,938	3.81	175,339	4.00	175,339	4.00	175,339	4.00
INVESTIGATOR IV	45,634	1.00	46,363	1.00	46,363	1.00	46,363	1.00
COMPLIANCE EXAMINER I	14,779	0.39	0	0.00	58,584	1.00	58,584	1.00
COMPLIANCE EXAMINER II	13,500	0.33	0	0.00	46,485	1.00	46,485	1.00
COMPLIANCE EXAMINER III	22,810	0.54	0	0.00	42,300	1.00	42,300	1.00
STATE LIBRARIAN	86,995	1.00	88,387	1.00	88,387	1.00	88,387	1.00
READER ADVISOR	178,593	5.83	260,884	7.00	257,484	7.00	257,484	7.00
CLERK II	27,353	1.00	0	0.00	54,840	2.00	54,840	2.00
CLERK IV	14,988	0.46	0	0.00	32,684	1.00	32,684	1.00
SENIOR REFERENCE ARCHIVIST	12,684	0.29	44,783	1.00	0	0.00	0	0.00
REFERENCE SERVICES MANAGER	35,011	0.71	0	0.00	49,983	1.00	49,983	1.00

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
CLERK I	69,670	2.67	106,345	4.00	51,505	2.00	51,505	2.00
CIRCULATION PROCESSING ASST	135,806	5.03	164,106	5.80	164,106	5.80	164,106	5.80
CIRCULATION MANAGER	10,290	0.25	0	0.00	41,161	1.00	41,161	1.00
PT OTHER-RESEARCH ANALYST I	5,006	0.21	13,963	1.00	13,963	1.00	13,963	1.00
CONSERVATOR	105,406	2.65	134,413	3.50	176,042	4.50	176,042	4.50
LEAD CONSERVATOR	0	0.00	41,629	1.00	0	0.00	0	0.00
CONSERVATOR TECHNICIAN	7,182	0.25	0	0.00	30,369	1.00	30,369	1.00
SECURITIES REG SPECIALIST	37,094	1.00	73,534	2.00	37,692	1.00	37,692	1.00
INVESTOR ED SPECIALIST	38,065	1.00	78,849	2.00	78,849	2.00	78,849	2.00
INVESTIGATOR I	52,685	1.37	78,708	2.00	78,708	2.00	78,708	2.00
INVESTIGATOR II	68,228	1.70	123,252	3.00	81,003	3.00	81,003	3.00
SECURITIES COUNSEL	0	0.00	59,484	1.00	0	0.00	0	0.00
LIBRARIAN	39,552	1.00	40,174	1.00	40,174	1.00	40,174	1.00
COMPUTER INFO TECH SPEC I	261,769	4.43	308,901	5.00	302,344	5.00	302,344	5.00
DIRECTOR LIBRARY DEV	64,139	1.00	65,154	1.00	65,154	1.00	65,154	1.00
LIBRARY CONSULTANT	187,590	4.17	227,940	5.00	227,940	5.00	227,940	5.00
DIRECTOR REF SERVICES	45,716	0.88	56,626	1.00	53,426	1.00	53,426	1.00
TECHNOLOGY SUPERVISOR	30,566	0.69	45,588	1.00	0	0.00	0	0.00
ADMINISTATIVE AIDE II	15,269	0.50	0	0.00	30,612	1.00	30,612	1.00
ADMINISTRATIVE AIDE III	122,110	3.77	131,024	4.00	132,124	4.00	132,124	4.00
PUBLIC SERVICES MANAGER	20,682	0.44	49,125	1.00	0	0.00	0	0.00
VOLUNTEER & REC STUDIO MNGR	18,142	0.41	0	0.00	45,588	1.00	45,588	1.00
DIRECTOR-WOLFNER LIBRARY	65,913	1.00	66,966	1.00	66,966	1.00	66,966	1.00
READER SERVICES MANAGER	0	0.00	0	0.00	49,125	1.00	49,125	1.00
DEPUTY CHIEF INFO OFFICER	45,389	0.58	0	0.00	79,062	1.00	79,062	1.00
COMPUTER INFO TECH I	41,463	1.06	44,335	1.00	42,835	1.00	42,835	1.00
COMP INFO TECH IV	45,778	0.82	118,043	2.00	52,559	1.00	52,559	1.00
CHIEF INFORMATION OFFICER	72,655	0.79	92,910	1.00	92,910	1.00	92,910	1.00
STRATEGIC PROJECT MANAGER	42,693	0.79	54,595	1.00	54,595	1.00	54,595	1.00
SUPERVISOR III	28,462	0.75	38,761	1.00	0	0.00	0	0.00
TECH I	27,422	1.00	27,860	1.00	27,860	1.00	27,860	1.00
TECH II	447,355	15.43	501,474	17.00	472,105	16.00	472,105	16.00

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SECRETARY OF STATE								
CORE								
TECH III	56,392	1.77	64,928	2.00	64,928	2.00	64,928	2.00
MANAGING EDITOR	38,933	1.01	38,885	1.00	38,885	1.00	38,885	1.00
ACCOUNTANT I	29,820	0.87	35,001	1.00	35,001	1.00	35,001	1.00
ASSOCIATE EDITOR	29,892	0.88	35,597	1.00	35,597	1.00	35,597	1.00
COMPUTER INFO TECH TRAINEE	22,457	0.75	63,840	2.00	63,840	2.00	63,840	2.00
COMPUTER INFO TECH SPEC II	138,418	2.00	139,437	2.00	140,937	2.00	140,937	2.00
RESEARCH ANALYST I	136,439	4.12	135,668	4.00	135,668	4.00	135,668	4.00
SECURITIES OFFICE MANAGER	54,455	1.00	54,510	1.00	55,410	1.00	55,410	1.00
SENIOR RECORDS ANALYST	39,815	0.95	42,312	1.00	43,612	1.00	43,612	1.00
RECEPTIONIST II	36,849	1.00	37,433	1.00	37,433	1.00	37,433	1.00
GRAPHIC ARTS SPECIALIST II	7,011	0.19	0	0.00	0	0.00	0	0.00
GRAPHIC ARTS SPECIALIST I	69,496	1.99	70,785	2.00	70,785	2.00	70,785	2.00
DIRECTOR OF INV PRO & ED	50,524	1.00	51,332	1.00	51,332	1.00	51,332	1.00
DIRECTOR OF ENFORCEMENT	43,399	0.57	78,028	1.00	78,028	1.00	78,028	1.00
DEP DIR OF BUSINESS SERVICES	45,674	0.70	62,530	1.00	66,730	1.00	66,730	1.00
PRINC ASST FOR BOARDS & COMMS	40,977	1.00	41,619	1.00	41,619	1.00	41,619	1.00
LEGAL COUNSEL	2,290	0.06	0	0.00	0	0.00	0	0.00
SECURITIES SPECIALIST	33,163	1.00	33,694	1.00	33,694	1.00	33,694	1.00
CHIEF COUNSEL	76,801	1.00	78,028	1.00	78,028	1.00	78,028	1.00
CURATOR OF EXHIBITS/SPEC PRJCT	0	0.00	52,335	1.00	0	0.00	0	0.00
HISTORICAL EDUCATOR	38,638	0.98	40,174	1.00	32,574	1.00	32,574	1.00
SUPERVISING ARCHIVIST	43,297	1.00	44,178	1.00	44,178	1.00	44,178	1.00
ELECTIONS SPECIALIST	141,339	3.69	155,525	4.00	156,261	4.00	156,261	4.00
MCVR ADMINISTRATOR	47,060	1.00	47,796	1.00	47,796	1.00	47,796	1.00
COMPUTER INFO TECH MANAGER I	83,562	1.34	62,517	1.00	130,458	2.00	130,458	2.00
ACCOUNTING SPECIALIST II	47,749	1.00	48,513	1.00	48,513	1.00	48,513	1.00
PROGRAM MANAGER	55,743	1.00	56,626	1.00	56,626	1.00	56,626	1.00
IMAGING SERVICES MANAGER	44,088	1.00	44,783	1.00	44,783	1.00	44,783	1.00
ACCOUNTING ANALYST II	89,002	2.00	90,410	2.00	90,410	2.00	90,410	2.00
PROGRAM SPECIALIST	30,427	0.96	32,214	1.00	32,214	1.00	32,214	1.00
PARALEGAL	39,635	1.00	40,269	1.00	40,269	1.00	40,269	1.00
SECURITIES ENFORCEMENT COUNSEL	78,851	1.12	112,251	4.50	155,700	4.50	155,700	4.50

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
ELECTIONS SUPPORT ASSISTANT	35,998	1.00	36,559	1.00	36,559	1.00	36,559	1.00
SENIOR COMPLIANCE EXAMINER	29,125	0.64	46,485	1.00	0	0.00	0	0.00
MANAGER OF VULNERABLE CITIZENS	46,315	0.88	53,901	1.00	0	0.00	0	0.00
CENTRAL SERVICES TECHNICIAN	67,980	2.00	69,067	2.00	69,067	2.00	69,067	2.00
CENTRAL SERVICES SUPERVISOR	41,852	1.00	42,514	1.00	42,514	1.00	42,514	1.00
DIR OF FISCAL/HR/FACILITIES	87,007	1.00	88,400	1.00	88,400	1.00	88,400	1.00
COMMUNICATIONS ASST	35,183	1.00	35,745	1.00	35,745	1.00	35,745	1.00
COMMUNICATIONS SPECIALIST II	40,564	1.00	41,208	1.00	41,208	1.00	41,208	1.00
DIR OF PUB AFFAIRS & STRAT COMM	65,035	0.79	83,164	1.00	83,164	1.00	83,164	1.00
DIR VULNERABLE CONSTITUENT SVS	6,738	0.13	0	0.00	53,901	1.00	53,901	1.00
YOUTH SVS LIBRARIAN/CONSULTANT	40,977	1.00	41,629	1.00	41,629	1.00	41,629	1.00
PERSONNEL ANALYST I	22,928	0.58	0	0.00	43,990	1.00	43,990	1.00
PERSONNEL ANALYST II	12,457	0.29	43,990	1.00	0	0.00	0	0.00
DIRECTOR OF ELECTIONS	65,901	1.00	66,955	1.00	66,955	1.00	66,955	1.00
DIRECTOR OF ELECTIONS/COUNSEL	65,901	1.00	66,954	1.00	66,954	1.00	66,954	1.00
DEPUTY GEN ELECTIONS/COUNSEL	66,658	0.79	85,241	1.00	85,241	1.00	85,241	1.00
PROCUREMENT OFFICER II	44,549	1.00	45,262	1.00	45,262	1.00	45,262	1.00
DEPUTY GENERAL COUNSEL	15,783	0.21	0	0.00	0	0.00	0	0.00
LEGISLATIVE LIAISON	0	0.00	39,866	1.00	38,614	1.00	38,614	1.00
GENERAL COUNSEL	101,790	1.00	103,416	1.00	103,416	1.00	103,416	1.00
EXEC DEPUTY SOS/CHIEF OF STAFF	106,447	1.00	108,150	1.00	108,150	1.00	108,150	1.00
DEPUTY CHIEF OF STAFF	97,320	1.00	98,880	1.00	98,880	1.00	98,880	1.00
DIR OF COMM & PUBLICATIONS	15,363	0.21	0	0.00	0	0.00	0	0.00
<b>TOTAL - PS</b>	<b>9,160,169</b>	<b>216.31</b>	<b>10,704,443</b>	<b>267.30</b>	<b>10,704,443</b>	<b>267.30</b>	<b>10,704,443</b>	<b>267.30</b>
TRAVEL, IN-STATE	34,114	0.00	99,154	0.00	70,154	0.00	70,154	0.00
TRAVEL, OUT-OF-STATE	17,026	0.00	21,834	0.00	21,834	0.00	21,834	0.00
FUEL & UTILITIES	0	0.00	5	0.00	5	0.00	5	0.00
SUPPLIES	668,486	0.00	963,729	0.00	928,729	0.00	928,729	0.00
PROFESSIONAL DEVELOPMENT	74,743	0.00	135,790	0.00	108,790	0.00	108,790	0.00
COMMUNICATION SERV & SUPP	123,754	0.00	265,223	0.00	168,223	0.00	168,223	0.00
PROFESSIONAL SERVICES	704,892	0.00	822,821	0.00	982,821	0.00	982,821	0.00
HOUSEKEEPING & JANITORIAL SERV	4,800	0.00	3,875	0.00	3,875	0.00	3,875	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
M&R SERVICES	1,470,763	0.00	1,997,081	0.00	1,642,081	0.00	1,642,081	0.00
COMPUTER EQUIPMENT	1,606,691	0.00	985,311	0.00	1,601,311	0.00	1,601,311	0.00
MOTORIZED EQUIPMENT	19,925	0.00	47,436	0.00	32,436	0.00	32,436	0.00
OFFICE EQUIPMENT	30,163	0.00	107,515	0.00	90,515	0.00	90,515	0.00
OTHER EQUIPMENT	11,742	0.00	139,859	0.00	33,859	0.00	33,859	0.00
PROPERTY & IMPROVEMENTS	17,621	0.00	58,024	0.00	18,024	0.00	18,024	0.00
BUILDING LEASE PAYMENTS	21,338	0.00	70,342	0.00	35,342	0.00	35,342	0.00
EQUIPMENT RENTALS & LEASES	2,796	0.00	43,851	0.00	23,851	0.00	23,851	0.00
MISCELLANEOUS EXPENSES	2,049	0.00	30,062	0.00	30,062	0.00	30,062	0.00
<b>TOTAL - EE</b>	<b>4,810,903</b>	<b>0.00</b>	<b>5,791,912</b>	<b>0.00</b>	<b>5,791,912</b>	<b>0.00</b>	<b>5,791,912</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	41,860	0.00	45,001	0.00	45,001	0.00	45,001	0.00
<b>TOTAL - PD</b>	<b>41,860</b>	<b>0.00</b>	<b>45,001</b>	<b>0.00</b>	<b>45,001</b>	<b>0.00</b>	<b>45,001</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$14,012,932</b>	<b>216.31</b>	<b>\$16,541,356</b>	<b>267.30</b>	<b>\$16,541,356</b>	<b>267.30</b>	<b>\$16,541,356</b>	<b>267.30</b>
<b>GENERAL REVENUE</b>	<b>\$9,022,118</b>	<b>186.32</b>	<b>\$9,602,830</b>	<b>205.76</b>	<b>\$9,602,830</b>	<b>205.76</b>	<b>\$9,602,830</b>	<b>205.76</b>
<b>FEDERAL FUNDS</b>	<b>\$384,920</b>	<b>8.94</b>	<b>\$710,563</b>	<b>12.80</b>	<b>\$710,563</b>	<b>12.80</b>	<b>\$710,563</b>	<b>12.80</b>
<b>OTHER FUNDS</b>	<b>\$4,605,894</b>	<b>21.05</b>	<b>\$6,227,963</b>	<b>48.74</b>	<b>\$6,227,963</b>	<b>48.74</b>	<b>\$6,227,963</b>	<b>48.74</b>

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Administrative Services

**Program is found in the following core budget(s):** Operating Core

**1a. What strategic priority does this program address?**

Assist in meeting the statutory and constitutional requirements of the Secretary of State.

**1b. What does this program do?**

The core request is to allow continued service to the agency for staffing and expenditures with fiscal, human resources, facilities, publications, and central services.

**2a. Provide an activity measure(s) for the program.**

The Administrative Services Division is responsible for the budget, procurement, accounts payable, accounts receivable, grants tracking, CAFR reporting, SEFA reporting, facilities requests, human resources, all statutorily required printing of publications, surplus property, mail delivery, fleet vehicles, and all other general administrative duties.

Publications is responsible for the Official Manual, Constitution updates and printing, as well as the General Assembly roster, Election Law handbooks, and the Missouri roster.

**2b. Provide a measure(s) of the program's quality.**

**2c. Provide a measure(s) of the program's impact.**

Without this appropriation, budgeting, vendor payments, procurement, financial reporting, mailroom, storeroom, publications, human resources, and fleet management at the current level for the Office of the Secretary of State would not be possible.



# PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.055

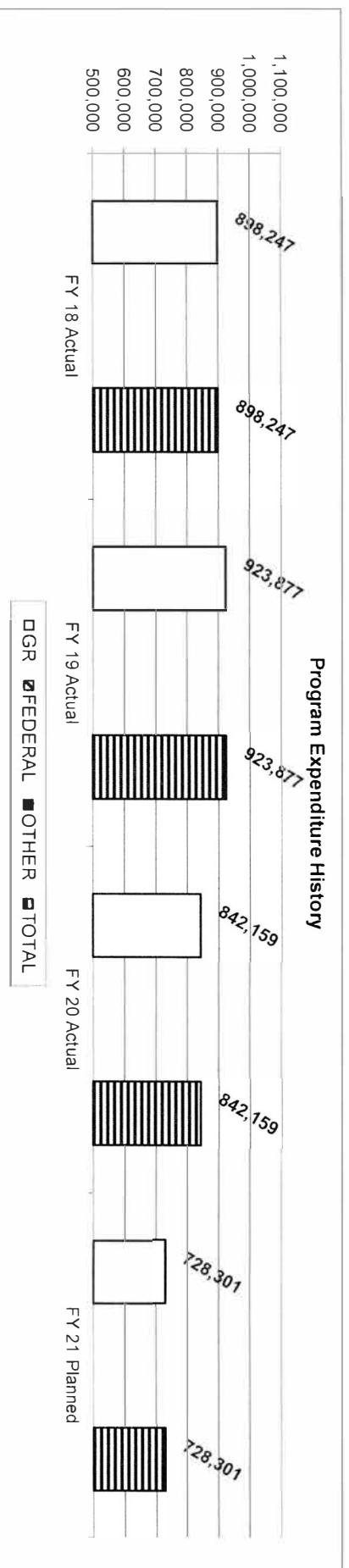
Program Name Administrative Services

Program is found in the following core budget(s): Operating Core

2d. Provide a measure(s) of the program's efficiency.

The process of ordering and distributing office supplies is centralized in the storeroom. This has not only saved money, but has made it much more efficient for the divisions. Also, five employees located in the field were assigned fleet vehicles that previously were being reimbursed at the standard mileage rate or renting a vehicle. This increased the use of these cars, while decreasing mileage paid to employees.

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Financial and Procurement authority is derived from Chapter 33 and 34, revised statutes, and the agreements entered into between this office and the Office of Administration.

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 1 205 5

**Program Name** Executive Services

**Program is found in the following core budget(s):** Operating Core

**1a. What strategic priority does this program address?**

**1b. What does this program do?**

This core request is to maintain the current level of executive support for all divisions within the Office of the Secretary of State. This core request represents resources for the continued operation of agency programs and the production coordination of the various divisions. The Executive Staff included in this request are responsible for the development of policies and procedures and direction for implementation. This includes staff members in the Office of the General Counsel, which is responsible for representing the Office in legal matters, responding to open records requests, and administering the filing category of Professional Employee Organizations. The Communications Division is responsible for public outreach, media relations, social media communication and monitoring and promotion of programs and services. Capitol office employees respond to constituent questions by phone, email, and in person. Capitol staff also work with legislators on proposed legislation.

**2a. Provide an activity measure(s) for the program.**

Staff in Executive Services support employees in all divisions of the office, make policy recommendations, respond to open records requests, respond to inquiries from constituents and media and perform daily operations in both the Kirkpatrick Building and the Capitol office. The Office of General Counsel provides legal advice to all divisions, defends the SOS in lawsuits, and coordinates with the Attorney General's Office on litigation matters.

**2b. Provide a measure(s) of the program's quality.**

Open records requests are responded to within the time allotted by law. Constituent and media inquiries are consistently handled in a timely manner. Legislative staff have had success obtaining passage of certain priorities. The Office of General Counsel ensures the office complies with all statutory requirements.

**2c. Provide a measure(s) of the program's impact.**

Information is freely available to constituents, media and other interested parties who make such requests as the office prioritizes transparency.

## PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12. 055

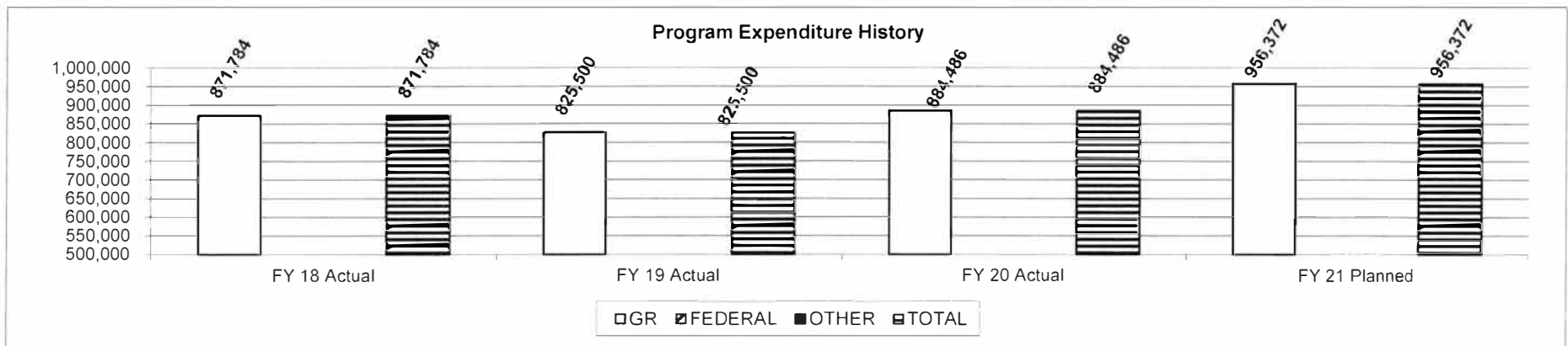
Program Name Executive Services

Program is found in the following core budget(s): Operating Core

2d. Provide a measure(s) of the program's efficiency.

Inquiries are consistently handled in a timely fashion and open records requests are responded to in a timely manner as required by law.

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No

## PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.055

Program Name Elections

Program is found in the following core budget(s): Operating Core

### 1a. What strategic priority does this program address?

To better serve and inform current and potential Missouri voters and local election officials.

### 1b. What does this program do?

The Secretary of State's Elections Division offers a myriad of services to both elected officials as well as the public. Specific Elections related tasks include preparing for and assisting local election authorities (LEAs) in conducting fair and efficient elections; planning for elections and statewide ballot issues including special elections and issues submitted to the people through initiative petitions, referendums, and joint resolutions passed by the legislature; reporting, counting and certifying election results; and ensuring the requirements of the Help America Vote Act of 2002 are met. In addition to ensuring Missouri elections run smoothly, the Elections Division also serves as a resource to Missouri's 116 LEAs as well as the general public. In this role, the Division seeks to provide quality customer service by delivering responsive and timely services to meet increasing demand for answers to elections related questions from LEAs, elected officials, and the public; and maintaining statutory compliance in providing services to state and to local governments while also helping to educate the public about the elections process through the publishing of various informative elections materials and regional and statewide meetings with LEAs to ensure that all remain up-to-date on current election laws. Lastly, the Division is constantly looking for methods to enhance information access, utilizing the SOS website to inform voters as well as provide methods for voters to follow election results on Election Night.

### 2a. Provide an activity measure(s) for the program.

The Office of the Secretary of State mailed the following number of voter registration applications by calendar year:

2012 - 463,983, 2013 - 118,112, 2014 - 198,997, 2015 - 159,238, 2016 - 384,672, 2017 - 86,942, 2018 - 184,837 2019 - 95,724

During the 2019-2020 petition cycle, 144 petitions were filed with the SOS office. One petition with signatures was submitted to the SOS office.

### 2b. Provide a measure(s) of the program's quality.

The number of registered voters and voter registration applications fluctuates from year to year. As of August 3, 2020 there were 4,163,537 registered voters in the state.

The number of National Change of Address mailings by fiscal year:

2012 - 390,000, 2013 - 225,225, 2014 - 238,359, 2015 - 255,825, 2016 - 98,619, 2017 - 85,156

In 2018, Missouri became a member of the Electronic Registration Information Center (ERIC). NCOA reports are incorporated in this membership. Additionally, Missouri will conduct outreach to eligible but unregistered voters. This eligible but unregistered mailer was sent to Missourians who currently have a state issued driver license but are not currently registered to vote. In the initial outreach mailer, nearly 800,000 were sent to Missouri citizens who may need to update their registration information or register to vote. In September 2020, over 181,000 additional mailers were sent to Missourians who had a driver license and were not registered to vote.

## PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.055

Program Name Elections

Program is found in the following core budget(s): Operating Core

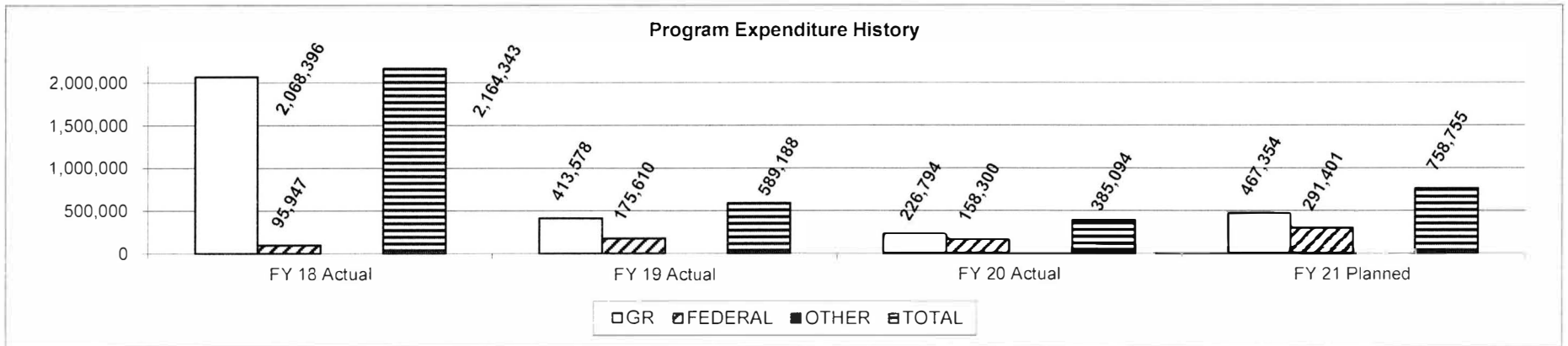
**2c. Provide a measure(s) of the program's impact.**

An adequate supply of voter registration applications are available from this office to fulfill a request the same day or within 24 hours.

**2d. Provide a measure(s) of the program's efficiency.**

An adequate supply of voter registration applications are available from this office to fulfill a request the same day or within 24 hours.  
116 local election authorities/election boards and thousands of prospective registered voters and callers requesting information can be assisted.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapters 115 and 116 of the Missouri Revised Statutes, federal law, including the National Voter Registration Act and the Help America Vote Act.

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Operating Core

### 1a. What strategic priority does this program address?

The Missouri State Archives is the official repository for state records of permanent and historical value. Its mission is to foster an appreciation of Missouri history and illuminate public issues by preserving and making available the state's records to its citizens and their government.

### 1b. What does this program do?

The Records and Archives Division is comprised of the following three divisions:

Archives: The Missouri State Archives is the official repository for Missouri's records of permanent historical value. Among its holdings are land records from Missouri's colonial, territorial and early statehood periods; the Missouri State Constitutions; the Journals of the Missouri House and Senate; Supreme Court of Missouri case files; State Appeals Court case files; Circuit and Probate Court case files; and records for Missouri counties. As the home of the state's permanently valuable records, the Missouri State Archives identifies, collects, preserves and makes available to government officials, historians, students, family historians and other researchers the historically significant records of Missouri.

Records Management: Records Management directs the efficient and effective management of the official records of state government agencies by: establishing standards, procedures, and techniques for the management of records; developing schedules for the retention of records of continuing value; prompt and orderly destruction of records no longer possessing sufficient value to warrant future retention; and operating the State Records Center to provide secure cost-effective storage of paper records during retention. The program also evaluates the cost efficiency of microfilm and electronic records technologies and provides imaging, microfilming and microfilm storage services to state and local agencies.

Local Records: Through consultations, inventories, records processing projects and a competitive grant program, Local Records works with public officials to preserve the permanent and historically significant records of their offices. These local records are vital to the citizens of Missouri, documenting everything from marriages and property ownership to education and government expenditures. In addition, the program provides professional guidance on managing current records; everything from proper housing and storage of records to final disposition through the implementation of Local Records generated retention

### 2a. Provide an activity measure(s) for the program.

Archives: In FY20, the Missouri State Archives responded to 12,086 information requests. Of these, 2,148 were first-time customers. The Archives website had 26,028,817 hits in FY20.

#### Records Management:

Images Microfilmed

Images Scanned

Records Center retrievals/filings

FY17	FY18	FY19	FY20	FY21 Projected
3,047,098	1,343,824	1,397,954	2,698,730	2,145,976
2,367,759	3,495,440	3,244,728	2,791,580	3,073,449
82,993	80,020	78,007	55,579	55,830

#### Local Records:

Records Processed (cu. ft.)

Database Entries

Miles Traveled

Records Projects

Conservation Lab Projects

112	147	189	237	180
17,009	22,591	19,942	42,091	25,000
102,373	96,930	96,026	78,494	100,000
86	81	92	59	90
105	65	61	70	75

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Operating Core

**2b. Provide a measure(s) of the program's quality.**

In FY20 the Missouri State Archives website received 26,028,817 hits.

**2c. Provide a measure(s) of the program's impact.**

The Missouri State Archives has been recognized by Family Tree Magazine for 17 consecutive years because of the no-cost easy access to records provided by the Missouri State Archives' website.

**2d. Provide a measure(s) of the program's efficiency.**

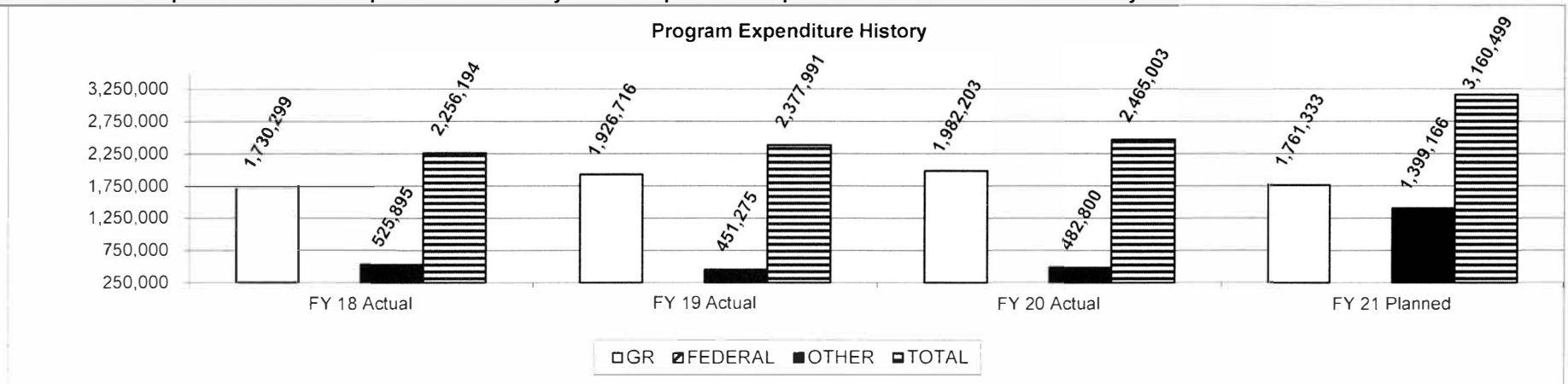
Record Center Annex Storage Costs per square foot

\$5.55 (Boxes are also stored 14 shelves high at the Record Center Annex)

Leased Office Space Storage Costs per square foot

\$11.92

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**4. What are the sources of the "Other " funds?**

Local Records Preservation Fund (0577)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Records and Archives--RSMo 109; Local Records funding--RSMo 59.319 (3)

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Administrative Rules

**Program is found in the following core budget(s):** Operating Core

### 1a. What strategic priority does this program address?

### 1b. What does this program do?

Administrative Rules accepts, edits, and publishes proposed rulemakings in the *Missouri Register* and the *Code of State Regulations* for the 191 state agencies/entities that promulgate rules. Rules or regulations have the force and effect of law and serve to implement and interpret the laws passed by the General Assembly and signed by the governor. Administrative Rules publishes rules material three times per month which includes two internet publications of the *Missouri Register* and one internet publication of the *Code of State Regulations*. Administrative Rules also post emergency rulemakings to our website and sends out an email notification within three business days of receiving them. Additionally, this year we have added a page for suspended rules online and this contains a list of currently suspended rules with a link to each specific suspended rule information.

### 2a. Provide an activity measure(s) for the program.

For the 2020 Fiscal Year, the Administrative Rules processed the following:

- 116 - Emergency Rules
- 604 - Proposed rules
- 803 - Orders of Rulemaking
- 291 - In Additions
- 243 - Dissolutions and other filings
- 26 - Executive Orders

A total of 2,083 filings were published. 2,440 pages of the *Missouri Register* and 6,159 pages of Code were published.

### 2b. Provide a measure(s) of the program's quality.

Administrative Rules also assists agencies/entities on rulemaking through several features on the SOS homepage which allows state agencies to download current rules in MS Word for use in amending current rules; providing fillable rulemaking forms/templates on-line; permitting agencies to email electronic copies of proposed rules text changes to SOS Administrative Rules; and providing a timeline calculator to assist agencies in calculating key dates for rulemaking. The division also answers questions from agencies and the public regarding how rules are filed. The division further has published and maintains an updated rulemaking manual containing uniform standards and procedures called *Missouri State Rulemaking Manual*. Administrative Rules staff also assists agencies and the public in researching prior versions of a rule to accurately represent its history in legal proceedings. Additionally, Administrative Rules offers classes to any agency/entity in how to prepare and make rule filings. Administrative Rules added a web page and assisted agencies in filing temporary suspension of rules as a result of Executive Orders 20-04, 20-10, and 20-12.



## PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.055

Program Name Administrative Rules

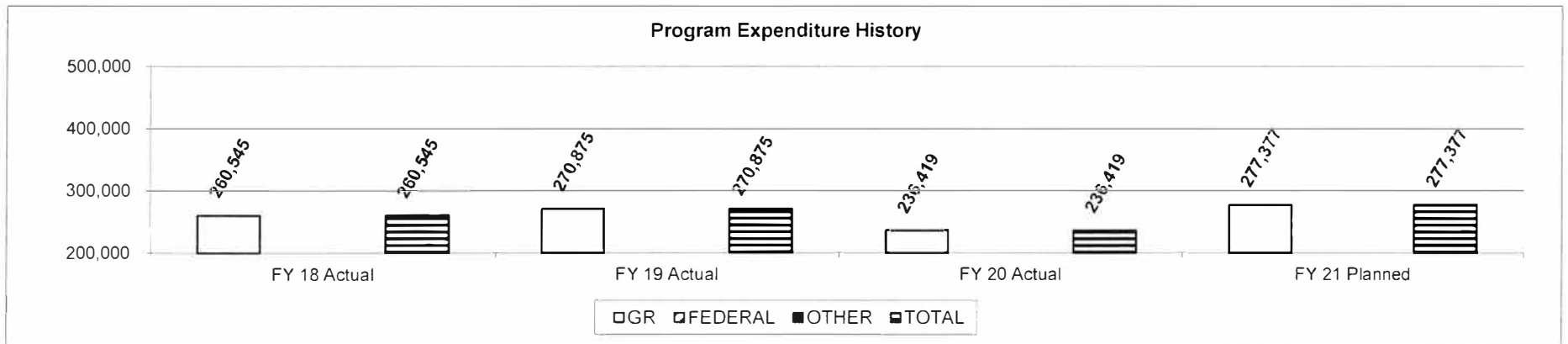
Program is found in the following core budget(s): Operating Core

2c. Provide a measure(s) of the program's impact.

2d. Provide a measure(s) of the program's efficiency.

The above was accomplished without adding additional permanent staff. Staff continued to meet deadlines and accomplish all duties.

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (*Note: Amounts do not include fringe benefit costs.*)



4. What are the sources of the "Other " funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Chapter 536 of the Missouri Revised Statutes

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No

## PROGRAM DESCRIPTION

**Department** Secretary of State  
**Program Name** Securities Division  
**Program is found in the following core budget(s):** Operating Core

**HB Section(s):** 12.055

### 1a. What strategic priority does this program address?

The Securities Division implements the Missouri Securities Act of 2003, which seeks to protect Missouri investors and stop unlawful securities conduct in the state. Investor protection includes the registration of securities products, investment firms, and individuals, as well as investor education, which seeks to increase public awareness of investment risks and the prevention of harm to the public. The Division seeks compliance with securities laws by conducting examinations of broker dealers, investment advisors, and individuals. Potential violations are investigated and when appropriate, enforcement actions are initiated, with a focus on restitution for aggrieved investors and the termination of unlawful conduct.

### 1b. What does this program do?

The Securities Division seeks to protect Missouri investors from fraud and other unlawful conduct. It is organized into three sections: *Investor Education*, seeking to prevent and reduce investor harm by educating investors about the risks of investing, which includes the Vulnerable Citizens Services Unit; *Registration*, seeking to ensure that investment professionals are qualified and compliant with securities statutes and regulations and fostering capital formation through the review of securities offerings; and *Enforcement*, acting on complaints, tips and referrals, conducting investigations and initiating actions to remedy violations. Enforcement includes formal and informal investigations, issuance of subpoenas, issuance of administrative orders prohibiting violations, the commencement of civil actions in circuit court, and referrals of criminal matters to state and federal prosecutors, with an emphasis on restitution for aggrieved investors and the cessation of unlawful conduct. The Securities Division is also responsible for Family Trust Company filings.

### 2a. Provide an activity measure(s) for the program.

Activity measures for a securities compliance and enforcement program are reflected in the many ways the Securities Division interacts with the public. See below charts for several measurable compilations of the Division's operations and engagement with the public and the financial services industries operating within the state. Additionally, the Division, during 2019, participated in 88 investor protection and education outreach events throughout the state.

	CY 2017	CY 2018	CY 2019
Registered securities sellers/advisers			
- Broker-dealers	1,566	1,532	1,524
- Broker-dealer agents	149,836	152,153	156,235
- Investment advisers-registered	373	398	391
- Federal Advisers-notice filed	1,427	1,429	1,504
- Investment adviser representatives	11,125	11,566	12,376
Registered securities offerings	60	39	18
Federal covered securities notice-filings	3,210	3,158	2,344
State exemption notice-filings	19	19	24

# PROGRAM DESCRIPTION

Department Secretary of State  
 Program Name Securities Division  
 Program is found in the following core budget(s): Operating Core

HB Section(s): 12.055

	CY 2017	CY 2018	CY 2019
Enforcement investigations opened	87	74	54
Broker Dealer Investment Advisor examinations/audits	70	51	51
Administrative enforcement orders	52	44	27
Prison sentences ordered from Securities Referrals	7 years & 8 years probation	51 years & 1 year probation	16 years 6 months & 3 years probation
Victim restitution orders	19	18	13
Amount of restitution ordered	\$8,210,824.21	\$6,002,216.47	\$8,518,246.41

## 2b. Provide a measure(s) of the program's quality.

The Securities Division serves the citizens of Missouri on a responsive basis and a specific measure of quality is not discernible. Specific efforts to improve the service quality of the Division include formation of the Vulnerable Citizens Services Unit in 2017 and increased participation in investor outreach programs. See above chart for additional measures of the services provided by the Division.

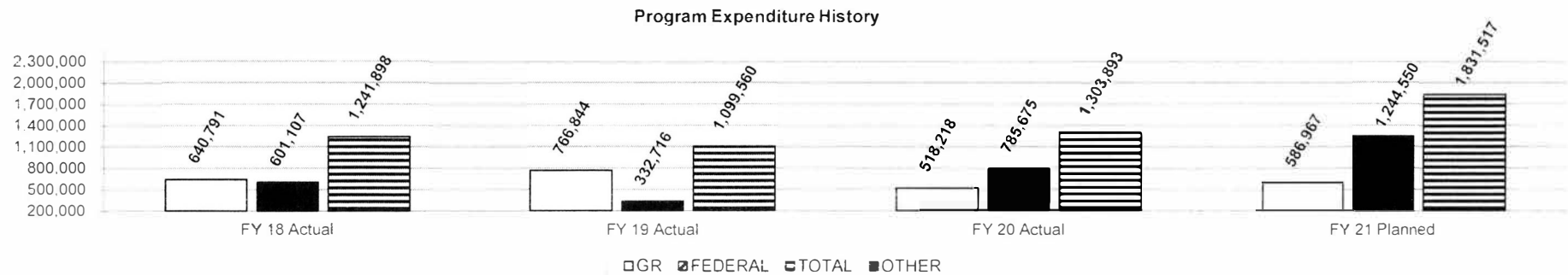
## 2c. Provide a measure(s) of the program's impact.

The Securities Division serves the citizens of Missouri on a responsive basis and a specific measure of impact is not discernible; some measures of the Division's impact can be seen in the above chart. Impact derives from the orders of restitution issued and the funds ordered to be returned to aggrieved investors. The Division investigates all complaints received from the public regarding alleged violations of the Missouri Securities Act.

## 2d. Provide a measure(s) of the program's efficiency.

The Securities Division serves the citizens of Missouri on a responsive basis and a specific measure of efficiency is not discernible. Efficiencies have been achieved in various ways, including ongoing cross training and the realignment of job responsibilities, while enhancing investor protection and education efforts.

## 3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



PROGRAM DESCRIPTION	
<b>Department</b> Secretary of State	<b>HB Section(s):</b> 12.055
<b>Program Name</b> Securities Division	
<b>Program is found in the following core budget(s):</b> Operating Core	
<p><b>4. What are the sources of the "Other " funds?</b></p> <p>Investor Education and Protection Fund (0829)</p> <p><b>5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)</b></p> <p>The Statutes under Regulation of Securities, Chapter 409, RSMo:            Fraudulent and Other Prohibited Practices Section 409.107 et seq., RSMo, Missouri Takeover Bid Disclosure Act, Section 409.500 et seq., RSMo, Senior Savings Protection Act, Section 409.600 et seq., RSMo, Commodities, Regulation, 409.800 et seq., RSMo, Investments by Fiduciaries and Employee Retirement System, Section 409.950, Regulation of Business Opportunities, Section 409.1000, RSMo, and Missouri Securities Act of 2003, Section 409.1-101 et seq., RSMo, Family Trust Company Act, Section 362.1010 et seq., RSMo.</p> <p><b>6. Are there federal matching requirements? If yes, please explain.</b></p> <p>No</p> <p><b>7. Is this a federally mandated program? If yes, please explain.</b></p> <p>No</p>	

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** \_\_\_\_\_ 12.055

**Program Name** Business Services

**Program is found in the following core budget(s):** Operating Core

### 1a. What strategic priority does this program address?

Meeting the Constitutional mandate of Article IV Section 14 in respect to duties relating to corporations, attesting to acts of the governor and keeper of the "Great Seal of the State of Missouri". Providing third party services for those who are making and engaging in economic decisions.

### 1b. What does this program do?

The Business Services Division is comprised of four units: Notaries and Commissions, Corporations, Uniform Commercial Code and Safe at Home. The division oversees filing offices in Jefferson City, St. Louis, Kansas City and Springfield.

Commissions is responsible for receiving, filing and maintaining notary applications; documenting and providing certificates to gubernatorial appointees; processing certifications and apostilles for international documents; and handling foreign extraditions. Missouri has about 80,500 commissioned notaries.

Corporations is responsible for maintaining, receiving, and filing all corporate filings that are required by law for over 1,081,000 entities. In addition, Corporations handles service of process and filing and maintaining trademark and service mark registrations. Corporation's customers can access business records and images 24 hours a day, seven days a week through the Secretary of State's website.

Uniform Commercial Code is responsible for receiving, filing and maintaining notice filings for secured transactions as required by law.

The Safe at Home Program is an address confidentiality program which provides survivors of sexual assault, rape, stalking, human trafficking, domestic violence, or other crimes a substitute mailing address to use on new records they create with government agencies and the courts.

Each unit is responsible for answering customer inquiries timely and accurately whether by phone, in person, or through correspondence with the office.

### 2a. Provide an activity measure(s) for the program.

The Business Services Division tracks the number of phone calls received through the toll free 800 number provided to customers.

A Business Services portal provides customers the ability to file corporation documents online, some with an instant response. Business Services tracks paper filing and electronic submissions. Business Services tracks notaries who utilize an online portal or paper to submit filings. Business Services tracks the number of authentications processed and in person visits by our customers in all four offices.

### 2b. Provide a measure(s) of the program's quality.

The Business Services Division measures the quality of work through customer compliments and comments. Business Services uses average call time on phone inquiries as a measure of quality.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Business Services

**Program is found in the following core budget(s):** Operating Core

**2c. Provide a measure(s) of the program's impact.**

Safe at Home has served over 6,066 participants since its inception in 2007. Each year the program continues to grow. In FY2020, 837 new participants (men, women and children) enrolled in the program.

Business Services' customers can call the toll free 800 number, email or utilize the business portal website for filing, or present documents in person at one of our four offices, three of which are located in the largest cities in Missouri.

Commissions Phone calls FY2020		
Calls Answered	Avg Call handled time mins	Avg Monthly calls
17,413	2:01	1,451

Corporation Phone calls FY2020		
Calls Answered	Avg Call handled time mins	Avg Monthly calls
98,168	3:28	8,181

UCC Phone calls FY2020		
Calls Answered	Avg Call handled time mins	Avg Monthly calls
4,047	2:48	337

Business Services Division Walk-Ins FY20					
Jefferson					
Location	City	St. Louis	Kansas City	Springfield	Total
AVG Month	239	450	212	131	257
Year Total	2,864	5,398	2,540	1,571	12,373

Commissions Authentications/Apostilles FY20					
Jefferson					
Location	City	St. Louis	Kansas City	Springfield	Total
Total	3,794	1,525	4,741	760	10,820

**2d. Provide a measure(s) of the program's efficiency.**

Notary Filings FY2020		
Online Filings	Paper Filings	Total
17,622	6,444	24,066
73%	27%	

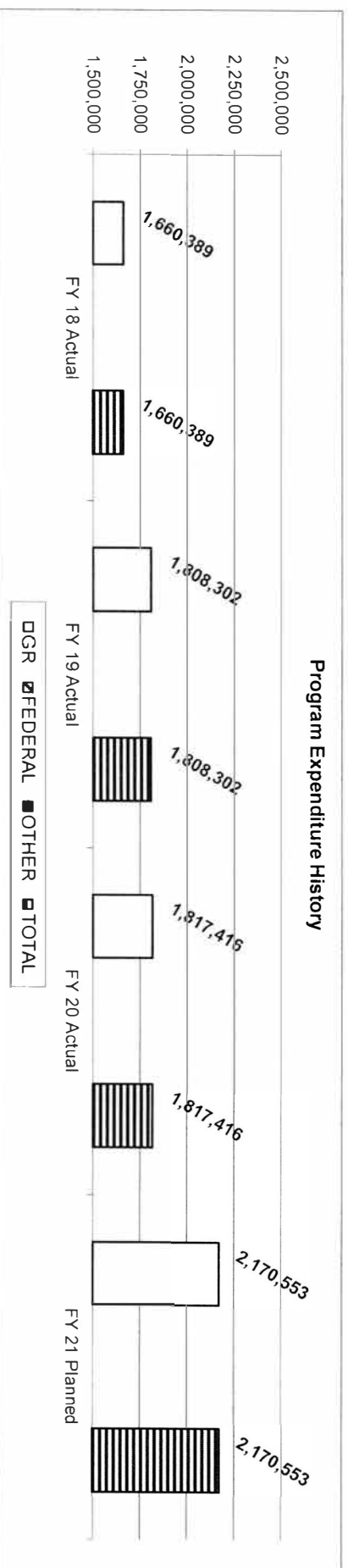
Corporation Filings FY2020		
Online Filings	Paper Filings	Total
234,466	72,765	307,231
76%	24%	

UCC Filings FY2020		
Online Filings	Paper Filings	Total
149,152	8,235	157,387
95%	5%	

### PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s):</b> <u>12.055</u>
<b>Program Name</b> Business Services	
<b>Program is found in the following core budget(s):</b> Operating Core	

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Statutes 28, 274, 347, 349, 351, 352, 354, 355, 356, 357, 358, 359, 362, 375, 380, 388, 394, 400, 417, 486, 506 and 589

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Information Technology Division

**Program is found in the following core budget(s):** Operating Core

**1a. What strategic priority does this program address?**

To support every division within the Secretary of State (SOS) and to accomplish the key missions for technology and infrastructure in information automation, protection, maintenance, technology, advancements and cyber security. The SOS monitors all its systems for any malicious activity and works daily to keep its systems secure. Additionally, the Department of Homeland Security has denoted elections systems as critical infrastructure.

**1b. What does this program do?**

The SOS Information Technology Division provides a full range of information systems management services to all sections of the office. Specific network infrastructure services provided to the SOS include basic help desk support; desktop, notebook and other computer peripheral installation, maintenance and management; printer installation management and maintenance; network design, installation, management and security, including routers, switches, firewalls and intrusion detection systems; and server installation, administration and management. Specific information system management services provided to the SOS include information system and business process analysis and design; information system development and maintenance; project management; and recovery and business continuity planning.

**2a. Provide an activity measure(s) for the program.**

The following measures have been identified as important in determining, managing and improving the overall activity.

	Actual
Average Service Request Ticket Volume	186/month
Number of Completed Projects/Initiatives	26
Office of Secretary of State Staff	Approx. 215
Local Elections Authorities and Staff	859

**2b. Provide a measure(s) of the program's quality.**

The following measures have been identified as important in determining, managing and improving the overall quality.

	Actual
Network Availability (Avg)	99.81%
Application Availability (Avg)	99.84%

**2c. Provide a measure(s) of the program's impact.**

The SOS IT Division supports all SOS staff as well as the local election authorities and their staff in each county. Additionally, the SOS IT Division indirectly supports the hundreds of thousands of citizens that interact with the other SOS divisions through their various online applications and services.



## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

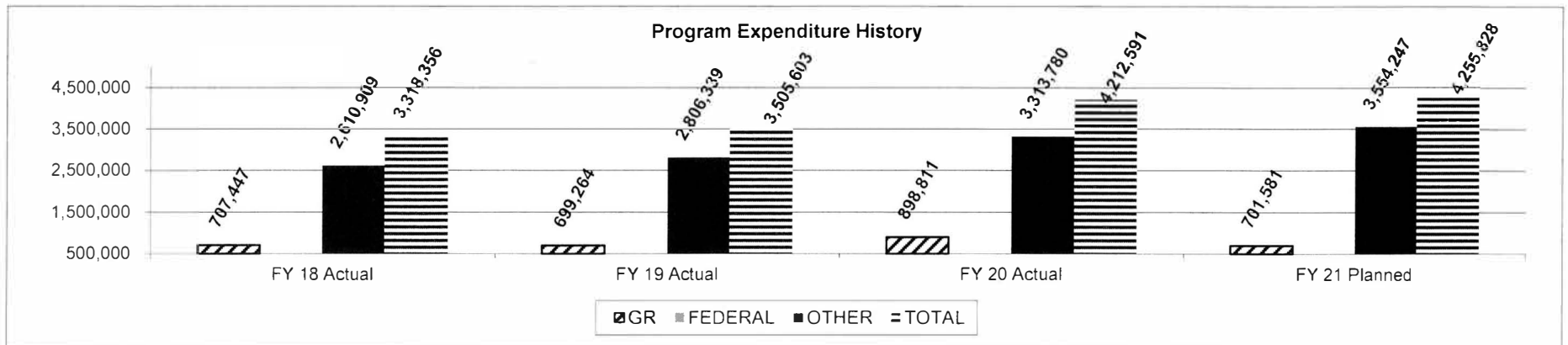
**Program Name** Information Technology Division

**Program is found in the following core budget(s):** Operating Core

**2d. Provide a measure(s) of the program's efficiency.**

The following measures have been identified as important in determining, managing and improving the overall efficiency of services delivered.

Service Request Ticket Turnaround Time (Avg) Actual  
2.39 Days



**4. What are the sources of the "Other " funds?**

Secretary of State Technology Trust Fund (0266)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Revised Statute 28.160

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

## PROGRAM DESCRIPTION

Department: Secretary of State

HB Section(s): 12.055

Program Name: Library Services

Program is found in the following core budget(s): Operating Core

### 1a. What strategic priority does this program address?

The State Library works to improve library service throughout Missouri and for state government. It provides leadership and expertise in library and information services, promotes the establishment and development of stronger libraries, and maintains library service to the legislature and the executive branch agencies as well as other state and local governments.

### 1b. What does this program do?

#### Reference Services

The Reference Services Division of the Missouri State Library provides research services to Missouri state government employees, executive branch agencies, and members of the Missouri General Assembly. Resources used to provide these services include searchable collections of electronic journals, newspapers, and e-books, as well as print books, journals, and federal and state government publications. Reference Services also provides training to Missouri state government employees on the division's resources and useful workplace topics, publishes a monthly newsletter, maintains a digital library of Missouri state government publications, and contributes to MOBIUS, a statewide library consortium. Also, as a member of a global partnership of libraries and research institutions, Reference Services borrows materials for state employees from institutions across the world to help them serve Missouri's citizens.

#### Library Development

The Library Development Division of the Missouri State Library distributes state aid, federal and private grant funds and provides literacy and technical assistance, training and continuing education, and administrative guidance to local libraries. These programs strengthen and expand the quality and availability of library services appropriate to meet the educational, cultural, workforce, personal and social development needs of Missourians, particularly persons with difficulty using the library, those in underserved rural and urban areas, and those with limited functional literacy or information skills. Particular focus is given to assisting libraries in expanding early literacy activities to ensure children have the skills they need to learn to read; in providing summer reading programs to ensure children retain their reading skills over the summer; in implementing and expanding workforce development, small business and entrepreneurial services; resource sharing among libraries so that all library users can make use of materials in any library in the state; and technology assistance for the equipment and internet access needed to access information, support education, and apply for jobs.

### 2a. Provide an activity measure(s) for the program.

#### Reference Services Statistics

3,399: Number of Library Cardholders

56,266: Visits to Reference Services' web pages

53,183: Database Uses

716: Total subscribers to monthly newsletter, *Beyond the Stacks*, which was a new service introduced in January 2019

## PROGRAM DESCRIPTION

Department: Secretary of State

HB Section(s): 12.055

Program Name: Library Services

Program is found in the following core budget(s): Operating Core

### Library Development statistics

#### **State Aid to Public Libraries**

Eligible library districts, per FY

Population of library districts

State Aid funds distributed

FY2017	FY2018	FY2019	FY2020
160	161	159	160
5,476,272	5,466,370	5,460,313	5,457,118
\$723,776	\$2,323,776	\$2,323,776	\$3,504,001

### **2b. Provide a measure(s) of the program's quality.**

#### **Reference Services Statistics**

Reference Services maintains an emphasis on instructing state government employees in the effective use of the digital research tools provided by the division, such as journal articles, eBooks, reports and data, as well as freely available tools, crucial to the work these employees do for Missourians.

#### **Customer Satisfaction from Reference Services' Classes**

**273:** The number of state employees who attended the **14** classes, presentations and/or webinars Reference Services provided in FY20. The webinar recordings are posted on the Reference Services website and were viewed an additional **649** times.

**79%:** The percent of classes in a webinar format that focused on topics related to all state agency divisions/groups. State employees who attended these webinars were from the Office of Administration, Senate, Treasurer, Auditor, Secretary of State, State Public Defenders, Courts, Public Health and Senior Services, Labor and Industrial Relations, Natural Resources, Insurance, Transportation, Elementary and Secondary Education, Public Safety, Mental Health, Higher Education and Workforce Development, Agriculture, and Corrections.

**21%:** The percent of classes that were customized for individual state agency/divisions/groups. State employees who attended these classes were from the Department of Health and Senior Services, Secretary of State, Department of Natural Resources, and Vocational Rehabilitation.

**96%:** The percent of class attendees surveyed who agreed or strongly agreed the class instructor's presentation was effective.

**91%:** The percentage of class attendees surveyed who agreed or strongly agreed that the classes would be helpful to their job performance.

#### **Library Development**

Training sessions

Attendance

FY2017	FY2018	FY2019	FY2020
123	150	130	187
2,485	4,054	2,932	69,270

**\*There was a large increase in FY2020 as library staff made expanded and online training opportunities during the early stages of the pandemic.**

Library staff give consistently high ratings to training provided, whether in person or online.

The independent evaluators of Missouri's Library Services and Technology Act (LSTA) FY2013-2017 found that "training efforts are closely tied to needs and to specific initiatives. This fact, in turn, helps to ensure the success of the State's substantial sub-grant activity. The evaluators also find ample evidence that suggests that participants in training have internalized what they have learned and that they are using it on an ongoing basis."

## PROGRAM DESCRIPTION

Department: Secretary of State

HB Section(s): 12.055

Program Name: Library Services

Program is found in the following core budget(s): Operating Core

### 2c. Provide a measure(s) of the program's impact.

#### Reference Services

**382,833:** Hits for Governor's Executive Orders (EO) on website in FY20. Reference Services is unique in offering not just the text but the images of Executive Orders covering more than four decades. The Governor's website links to the Reference Services' EO collection.

**3,148:** Number of print items checked out in FY20.

**488:** Digital state government documents added in FY20 for a total of approximately **9,012** digital state government documents in the Internet Archive online repository.

#### Library Development

##### ***Federal Grants Awarded***

Grantees are required to report impact of their individual projects, and describe how services are improved through acquisition of up-to-date technology or programs to reach populations with difficulty using libraries due to transportation or other barriers.

Federal Grants Awarded	2017	2018	2019	2020
	155	180	188	194

##### ***Resource Sharing Statistics***

Loans filled and requested by Missouri public libraries. Requests could be filled by libraries of all types in Missouri and beyond. Includes loans requested and filled as reported on the Public Library Survey.

Interlibrary Loans	FY2017	FY2018	FY2019
Requested/Received	456,185	494,819	560,753
Filled/Provided	441,377	469,386	531,518

### 2d. Provide a measure(s) of the program's efficiency.

#### Reference Services Statistics

##### ***Interlibrary Loan***

**924:** Number of state employee interlibrary loan requests handled in FY20; **97%** of those requests were for scholarly articles not freely available on the Internet nor through any of Reference Services' subscription databases. The nature of the material is specifically used for research that assists state government agency employees in the performance of their jobs in serving Missouri's citizens. Research is often on timely issues such as offender rehabilitation, natural resources, and mental and physical health. Material is delivered to patrons through interagency mail or, in the case of articles and e-books, directly to their desktops for download.

**118:** Number of items in Reference Services' collections loaned to patrons of other libraries and research institutions.

**24:** Average number of clock hours to fill an interlibrary material request from another library or research institution. Institutions that filled requests for Reference Services' patrons averaged a 51-hour turnaround time.

## PROGRAM DESCRIPTION

Department: Secretary of State

HB Section(s): 12.055

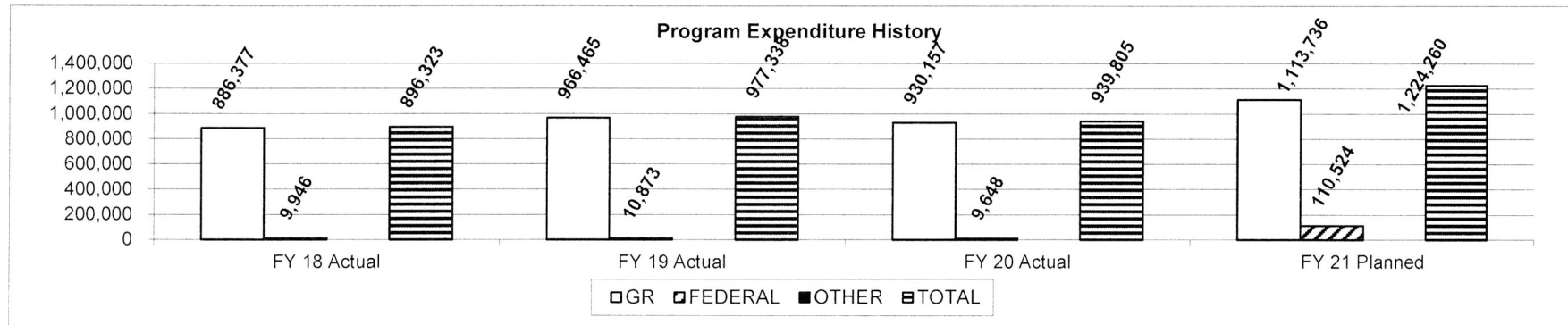
Program Name: Library Services

Program is found in the following core budget(s): Operating Core

### Library Development

The independent evaluator of Missouri's Library Services and Technology ACT (LSTA) FY2013-2017 Plan stated: "In the opinion of the evaluators, the Missouri State Library has, using the measure of leveraging a small amount of money to accomplish major results by strategically deploying funds, accomplished a great deal by very methodically and effectively carrying out the specific goals contained in its five-year LSTA Plan for 2013 – 2017. In the evaluators' considerable experience, few, if any, states have been as diligent in the implementation of their five-year plans. Furthermore, having worked with several dozen states on LSTA evaluations over the course of more than a decade, in our opinion, Missouri is exemplary in its management of a large and complex sub-grant program. The Missouri State Library has done what it said it would do in its five-year Plan and the state library agency's tracking of the outcome targets contained in the Plan is second to none."

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo Ch181; Mo Constitution, Article X, Section 10. Library Services and Technology Act; Public Law 104-298, as amended.

6. Are there federal matching requirements? If yes, please explain.

Expenditures made from this appropriation are used to meet the 34% match required on the grants received from the Institute of Museum and Library Services (IMLS).

7. Is this a federally mandated program? If yes, please explain.

No

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Wolfner Library

**Program is found in the following core budget(s):** Operating Core

### 1a. What strategic priority does this program address?

The mission of Wolfner Talking Book and Braille Library is to provide informational and recreational materials in large print, braille and audio formats free of charge to Missourians who are unable to use standard print materials due to blindness, visual or physical impairment, or a reading disability. Wolfner Library also provides disability-related information to the public.

### 1b. What does this program do?

The Wolfner Talking Book and Braille Library is a free library service available to anyone in the State of Missouri certified by a qualifying authority as described in the application as unable to read standard print materials due to a visual, physical or organic disability. The library collection consists of more than 280,000 items in different formats: digital audio cartridges, braille, print/braille large print, games, and magazines. Wolfner Library staff also facilitate patron downloading of digital books from BARD (Braille and Audio Reading Download), a national repository of talking books for eligible citizens. The Library also provides the necessary digital players for using the recorded materials. Book, magazines, and machines are mailed via USPS to and from library patrons at no charge to the user. Currently, over 10,000 print impaired Missourians are registered to use Wolfner Library services. This represents about 10% of those eligible. The goal is to increase that to 15% through an energized outreach program. The Wolfner Recording Studio produces recorded books with Missouri connections (author, theme, location) and makes them available for circulation or for download on BARD, making the Wolfner collection to patrons nationwide. Recording is done by volunteers; the actual audio processing is done by Wolfner staff. Wolfner produces approximately 60 titles each year. Wolfner offers many programs for patrons to participate in. Those programs include summer reading for youth, an adult winter reading challenge, three separate book clubs, and conference calls to introduce statewide services. Wolfner also offers book club kits, Science, Technology, Engineering and Mathematics (STEM) kits, and early literacy kits for use with groups of patrons.

### 2a. Provide an activity measure(s) for the program.

Circulation by Type

Physical Cartridges plus Braille

BARD

**Total Circulation**

Active users

Patron contacts

FY18	FY19	FY20	FY21 est
413,918	383,346	377,449	415,194
99,310	217,380	136,333	149,966
513,228	600,726	513,782	565,160
9,590	9,681	11,857	13,043
15,774	14,629	59,680	65,648

### 2b. Provide a measure(s) of the program's quality.

Customer Satisfaction Survey

(Conducted in odd numbered years)

Wolfner staff is courteous

Overall quality is Good or Excellent

FY17	FY19	FY21 est
88.50%	91.20%	93%
98.80%	97.80%	98%

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Wolfner Library

**Program is found in the following core budget(s):** Operating Core

**2c. Provide a measure(s) of the program's impact.**

Outreach Activities  
Patron participation in programs  
New Patrons Added

FY18	FY19	FY20	FY21 Est
46	67	58 by March	75
223	217	427	500
1,264	1,276	1,134	1,400

Testimonials From the 2019 Patron Survey:

- "Thank you so much for your services. I greatly appreciate being able to use the services."
- "This is the 3rd state I've been in. The service here is superior to the others. I would be glad to talk to you about this."
- "Yours is a wonderful service! I'm a 98 year old resident of independent living in a large complex that keeps us socially and educationally busy most days but I always look forward to my 9 o'clock bedtime when I go to sleep listening to the Talking Book player you loaned me."
- "Thank you for providing this much appreciated service for those of us who are visually handicapped. God Bless You!"
- "My mom is 91 years old and is legally blind. She always loved to read and finding this program is the best ever!! Thank you!!"
- "You do a great job! This service has enhanced my life so much, I am very grateful! Thank you!"
- "Couldn't get along without my 'Talking Books'. Every evening, and sometimes all night, they keep me company."
- "The books you supply me with are my entertainment. To my being legally blind I do not watch TV. I am blessed to be a part of books on tape. Thank you so much."
- "Since I am legally blind this has been a wonderful thing. I have always been an avid reader. Thank you so much."
- "Talking Books have made a great improvement in the quality of my life. I love to read but with limited vision I no longer can do that. I am so grateful for Talking Books."
- "I listen to Talking Books every day. They are very important to me. I'm so grateful to have them."
- "I am fairly new to the service and am so addicted to the books. The readers give life to the books. The staff is perfect! Kind, considerate. They always make time and treat me as a human being and intelligent instead of a flawed person. I don't have words for their goodness."
- "I really enjoy the books on tape and watching selected dvds from the library. It's a wonderful service to have available."
- "You all seem to sincerely enjoy the books as much as I do. Since I don't get out they help me along with PT and meds to handle pain and bad days etc. My husband who is unable to read enjoys them as well. We turn off cable and read a book. It doesn't get better than that. Thank you all."
- "Wolfner Library, when I was first introduced in 1995, I hailed the Heavens, because now I could continue reading in a different way and I have really become an advocate for this program."
- "I am a very new user of your program, but I am impressed and appreciate it very much."
- "I am a new user of your services. I really enjoyed the books that were selected for me and I am looking forward for all your help."

# PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.055

Program Name Wolfner Library

Program is found in the following core budget(s): Operating Core

From the 80th Anniversary Writing Program: "Through the information provided in the Wolfner newsletter, I've obtained help that has made my life better. One program that I read about results in my obtaining some badly needed low vision aids. With these aids some life altering changes were made. I became self-sufficient and more independent. Most recently in Wolfner News I benefited from the information provided about affordable internet access (the Technology Assistance Program) and where to find special needs user devices. Wolfner Library News announces seasonal reading contests, recommended reading lists and the newest talking books available-great for us series fans."

"I look forward to reading each publication of the Wolfner Newsletter. Many times it has made aspects of my life better. It has become an important and useful tool. As a Wolfner Library connection, the Wolfner News quarterly newsletter is to me super cool! I'd like to thank Wolfner Library for many years of multiple services. Wolfner has made a real and significant difference in a lot of our lives.

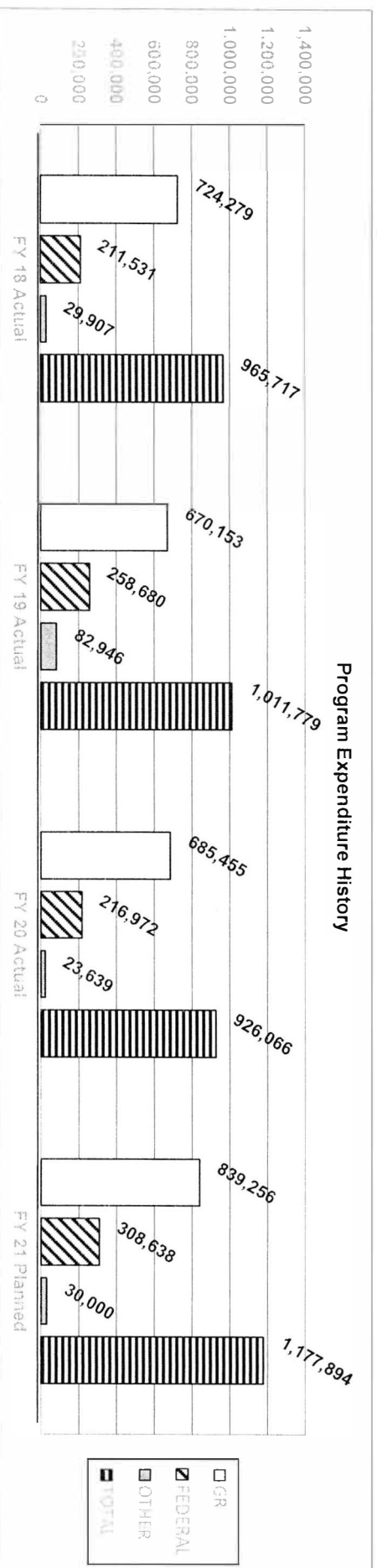
"After high school and a year into college, something changed in my life – my address. I relocated to California and was forced to change from Wolfner to the state of California library. Although they also had books on tape, it was not the same as being a patron of Wolfner. Nearly twenty years later, now married and with a second disability – a spinal cord injury from an ischemic stroke, I returned to my home state of Missouri. One of the first things I did when I returned was the re-apply to be a patron with Wolfner.... Being a patron of Wolfner for nearly 50 years has been a pleasurable experience. I hope I live long enough to continue being a patron of the library for another 50 years!

## 2d. Provide a measure(s) of the program's efficiency.

Circulation of books per Active Patron

FY18	FY19	FY20 Est
54	62	43

## 3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.





**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.055

**Program Name** Wolfner Library

**Program is found in the following core budget(s):** Operating Core

**4. What are the sources of the "Other " funds?**

Wolfner Library Trust Fund (0928)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Revised Statutes 181.065 and PL 89-522

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

Public Law 89-522 establishes a national program to provide library service to everyone in the United States who cannot use standard print. Each state provides services to the blind and physically disabled under the direction of the National Library Service, Library of Congress.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
SOS TRANSFERS TO GR

### 5. CORE RECONCILIATION DETAIL

				Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>										
				TRF	0.00	0	0	5,003,000	5,003,000	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>5,003,000</b>	<b>5,003,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>										
1x Expenditures	48	T462	TRF		0.00	0	0	(1,000,000)	(1,000,000)	
1x Expenditures	48	T468	TRF		0.00	0	0	(3,000)	(3,000)	
1x Expenditures	48	T461	TRF		0.00	0	0	(4,000,000)	(4,000,000)	
<b>NET DEPARTMENT CHANGES</b>					<b>0.00</b>	<b>0</b>	<b>0</b>	<b>(5,003,000)</b>	<b>(5,003,000)</b>	
<b>DEPARTMENT CORE REQUEST</b>										
				TRF	0.00	0	0	0	0	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>										
				TRF	0.00	0	0	0	0	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
SOS TRANSFERS TO GR									
CORE									
FUND TRANSFERS									
LOCAL RECORDS PRESERVATION	0	0.00	1,000,000	0.00	0	0.00	0	0.00	
MO STATE ARCHIVES-ST LOUIS TST	0	0.00	3,000	0.00	0	0.00	0	0.00	
INVESTOR EDUC & PROTECTION	0	0.00	4,000,000	0.00	0	0.00	0	0.00	
TOTAL - TRF	0	0.00	5,003,000	0.00	0	0.00	0	0.00	
TOTAL	0	0.00	5,003,000	0.00	0	0.00	0	0.00	
GRAND TOTAL	\$0	0.00	\$5,003,000	0.00	\$0	0.00	\$0	0.00	

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
SOS TRANSFERS TO GR								
CORE								
TRANSFERS OUT	0	0.00	5,003,000	0.00	0	0.00	0	0.00
TOTAL - TRF	0	0.00	5,003,000	0.00	0	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$5,003,000	0.00	\$0	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$5,003,000	0.00	\$0	0.00		0.00

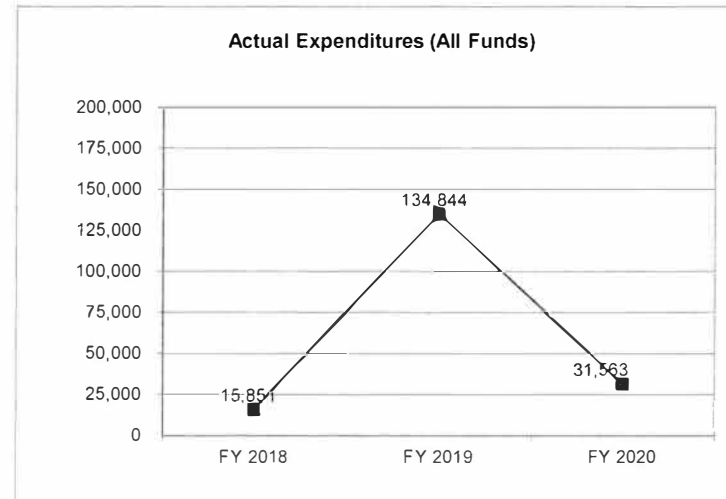
CORE DECISION ITEM									
<b>Department</b>	Secretary of State				<b>Budget Unit</b>	23142C			
<b>Division</b>	Administrative Services								
<b>Core</b>	Federal Grants, Donations, Projects				<b>HB Section</b>	12.060			
<b>1. CORE FINANCIAL SUMMARY</b>									
	FY 2022 Budget Request					FY 2022 Governor's Recommendation			
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	72,014	0	72,014	EE	0	72,014	0	72,014
PSD	0	127,986	0	127,986	PSD	0	127,986	0	127,986
TRF	0	0	0	0	TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	<b>Total</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	0	0	0	0	<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				
Other Funds:					Other Funds:				
<b>2. CORE DESCRIPTION</b>									
<p>The Office of the Secretary of State requests this appropriation to provide a means of receiving and expending funds that become available during the fiscal year from grants, contracts, or gifts from the federal government, other governmental entities, and private sources. Similar appropriations have been provided for many years to a number of departments of state government such as the Department of Elementary and Secondary Education, the Department of Health and Senior Services, the Department of Mental Health, and the Department of Social Services. This request continues in accordance with recommendations from OA, Budget and Planning, regarding open-ended federal appropriations.</p> <p>The Secretary of State does not currently have any active grants utilizing this fund.</p>									
<b>3. PROGRAM LISTING (list programs included in this core funding)</b>									

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23142C
<b>Division</b>	Administrative Services		
<b>Core</b>	Federal Grants, Donations, Projects	<b>HB Section</b>	12.060

**4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	200,000	200,000	200,000	200,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	200,000	200,000	200,000	N/A
Actual Expenditures (All Funds)	15,851	134,844	31,563	N/A
Unexpended (All Funds)	184,149	65,156	168,437	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	184,149	65,156	168,437	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
GRANTS AND PROJECTS

### 5. CORE RECONCILIATION DETAIL

			Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>									
			EE	0.00	0	22,014	0	22,014	
			PD	0.00	0	177,986	0	177,986	
			<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>									
Core Reallocation	183	2522	EE	0.00	0	50,000	0	50,000	To align to better reflect for planned expenditures.
Core Reallocation	183	2522	PD	0.00	0	(50,000)	0	(50,000)	To align to better reflect for planned expenditures.
<b>NET DEPARTMENT CHANGES</b>				<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>									
			EE	0.00	0	72,014	0	72,014	
			PD	0.00	0	127,986	0	127,986	
			<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>									
			EE	0.00	0	72,014	0	72,014	
			PD	0.00	0	127,986	0	127,986	
			<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>GRANTS AND PROJECTS</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
SECRETARY OF STATE-FED & OTHER	31,563	0.00	22,014	0.00	72,014	0.00	72,014	0.00	
TOTAL - EE	31,563	0.00	22,014	0.00	72,014	0.00	72,014	0.00	
PROGRAM-SPECIFIC									
SECRETARY OF STATE-FED & OTHER	0	0.00	177,986	0.00	127,986	0.00	127,986	0.00	
TOTAL - PD	0	0.00	177,986	0.00	127,986	0.00	127,986	0.00	
<b>TOTAL</b>	<b>31,563</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$31,563</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	

1/27/21 15:18

im\_disummary



# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>GRANTS AND PROJECTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
FUEL & UTILITIES	0	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	31,563	0.00	3,000	0.00	33,000	0.00	33,000	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1	0.00	1	0.00	1	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	0	0.00	18,000	0.00	38,000	0.00	38,000	0.00
HOUSEKEEPING & JANITORIAL SERV	0	0.00	1	0.00	1	0.00	1	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	0	0.00	1	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	1	0.00
MISCELLANEOUS EXPENSES	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - EE</b>	<b>31,563</b>	<b>0.00</b>	<b>22,014</b>	<b>0.00</b>	<b>72,014</b>	<b>0.00</b>	<b>72,014</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	177,986	0.00	127,986	0.00	127,986	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>177,986</b>	<b>0.00</b>	<b>127,986</b>	<b>0.00</b>	<b>127,986</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$31,563</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$31,563</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.060

**Program Name** Grants and Projects

**Program is found in the following core budget(s):** Administrative Services

**1a. What strategic priority does this program address?**

**1b. What does this program do?**

The Office of the Secretary of State requests this appropriation to provide a means of receiving and expending funds that become available during the fiscal year from grants, contracts, or gifts from the federal government, other governmental entities, and private sources. Similar appropriations have been provided for many years to a number of departments of state government such as DESE, DHSS, DMH, and DSS. This request continues in accordance with recommendations from OA, Budget and Planning, regarding open-ended federal appropriations.

**2a. Provide an activity measure(s) for the program.**

Not applicable since this appropriation can be used for several various purposes.

**2b. Provide a measure(s) of the program's quality.**

Not applicable since this appropriation can be used for various purposes.

**2c. Provide a measure(s) of the program's impact.**

This appropriation allows for receipt of miscellaneous grants, contracts, or gifts that would otherwise not be allowed to be expended due to not having appropriation authority.

### PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.060

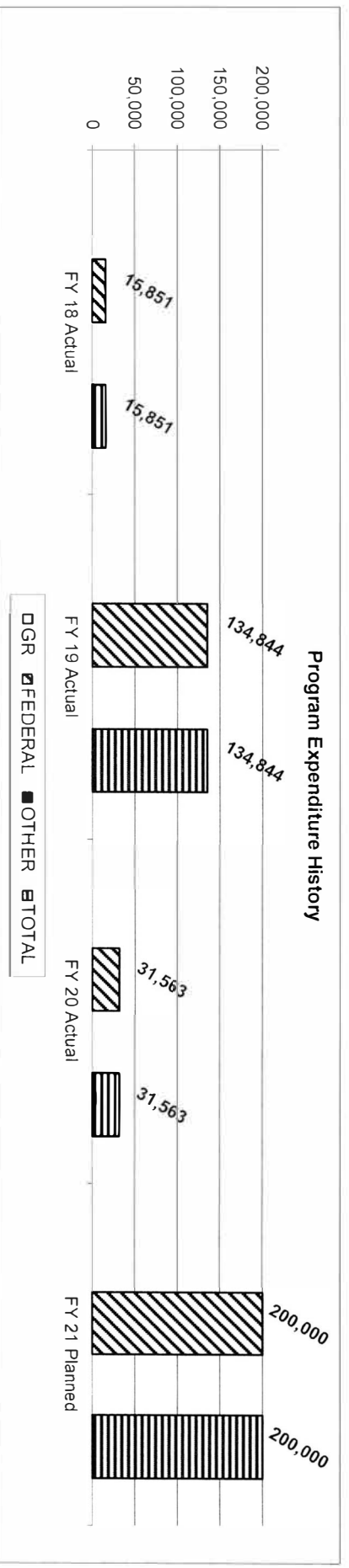
Program Name Grants and Projects

Program is found in the following core budget(s): Administrative Services

2d. Provide a measure(s) of the program's efficiency.

Not applicable since this appropriation can be used for various purposes.

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

6. Are there federal matching requirements? If yes, please explain.

This is dependent on the grant(s) utilizing this appropriation.

7. Is this a federally mandated program? If yes, please explain.

No.

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23145C
<b>Division</b>	Refunds Core		
<b>Core</b>	Refunds	<b>HB Section</b>	12.065

#### 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	50,000	0	10,000	60,000
TRF	0	0	0	0
<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>10,000</b>	<b>60,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Technology Trust Fund (0266)

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	50,000	0	10,000	60,000
TRF	0	0	0	0
<b>Total</b>	<b>50,000</b>	<b>0</b>	<b>10,000</b>	<b>60,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Technology Trust Fund (0266)

#### 2. CORE DESCRIPTION

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an appropriation to allow timely payment of refunds. This appropriation is used for refunds occurring in all areas within the office except special funds.

Most refunds for prior fiscal years were due to overpayments received in the form of checks in our Business Services area. Other divisions may utilize this appropriation as needed.

#### 3. PROGRAM LISTING (list programs included in this core funding)

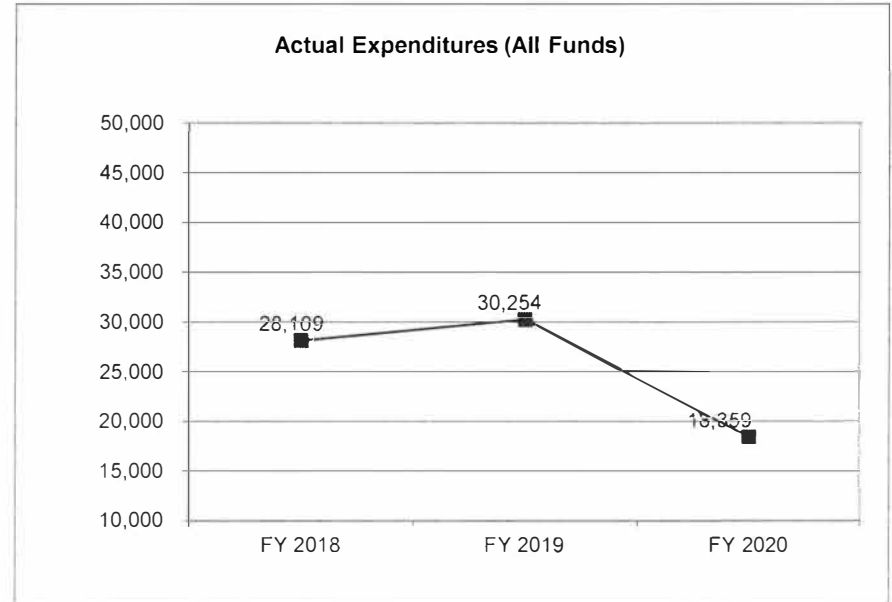
Refunds

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23145C
<b>Division</b>	Refunds Core		
<b>Core</b>	Refunds	<b>HB Section</b>	12.065

## **4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	50,000	60,000	60,000	60,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	50,000	60,000	60,000	N/A
Actual Expenditures (All Funds)	28,109	30,254	18,359	N/A
Unexpended (All Funds)	21,891	29,746	41,641	N/A
Unexpended, by Fund:				
General Revenue	21,891	21,646	33,036	N/A
Federal	0	0	0	N/A
Other	0	8,100	8,605	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

## **NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
REFUNDS

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	50,000	0	10,000	60,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>10,000</b>	<b>60,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	50,000	0	10,000	60,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>10,000</b>	<b>60,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	50,000	0	10,000	60,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>10,000</b>	<b>60,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>REFUNDS</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
GENERAL REVENUE	16,964	0.00	50,000	0.00	50,000	0.00	50,000	0.00	
SEC OF ST TECHNOLOGY TRUST	1,395	0.00	10,000	0.00	10,000	0.00	10,000	0.00	
TOTAL - PD	18,359	0.00	60,000	0.00	60,000	0.00	60,000	0.00	
<b>TOTAL</b>	<b>18,359</b>	<b>0.00</b>	<b>60,000</b>	<b>0.00</b>	<b>60,000</b>	<b>0.00</b>	<b>60,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$18,359</b>	<b>0.00</b>	<b>\$60,000</b>	<b>0.00</b>	<b>\$60,000</b>	<b>0.00</b>	<b>\$60,000</b>	<b>0.00</b>	

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REFUNDS								
CORE								
REFUNDS	18,359	0.00	60,000	0.00	60,000	0.00	60,000	0.00
TOTAL - PD	18,359	0.00	60,000	0.00	60,000	0.00	60,000	0.00
GRAND TOTAL	\$18,359	0.00	\$60,000	0.00	\$60,000	0.00	\$60,000	0.00
GENERAL REVENUE	\$16,964	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$1,395	0.00	\$10,000	0.00	\$10,000	0.00	\$10,000	0.00



**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.065

**Program Name** Refunds Core

**Program is found in the following core budget(s):** Refunds

**1a. What strategic priority does this program address?**

**1b. What does this program do?**

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an appropriation to allow timely payment of refunds. This appropriation is used for refunds occurring in all areas within the office.

**2a. Provide an activity measure(s) for the program.**

FY17 - 552 refunds issued for a total of \$31,125.71.

FY18 - 525 refunds issued for a total of \$28,109.30.

FY19 - 480 refunds issued for a total of \$30,254.43.

FY20 - 386 refunds issued for a total of \$18,359.38.

**2b. Provide a measure(s) of the program's quality.**

**2c. Provide a measure(s) of the program's impact.**

## PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.065

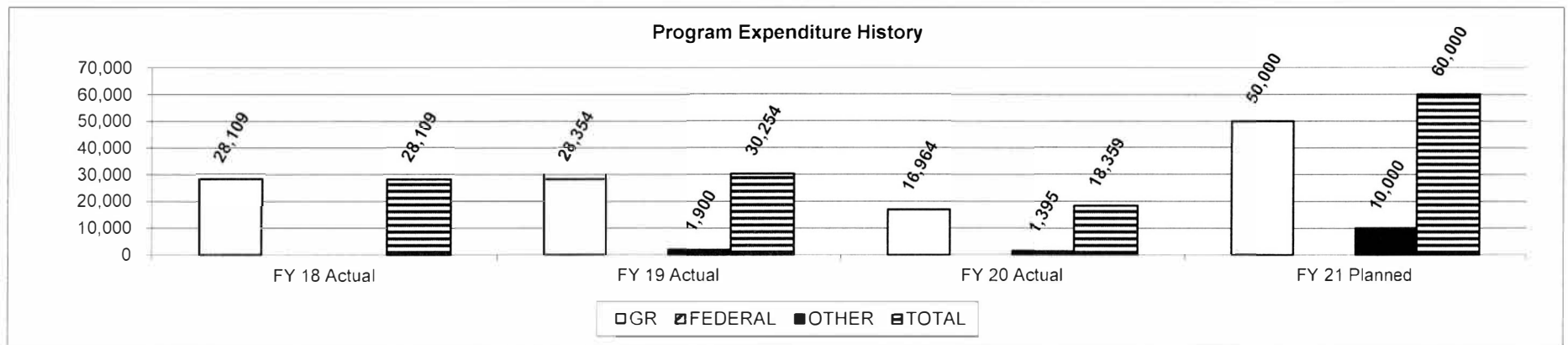
Program Name Refunds Core

Program is found in the following core budget(s): Refunds

**2d. Provide a measure(s) of the program's efficiency.**

Rather than return a check for an incorrect amount and delay processing of the filing or other services, this office deposits the check and refunds the excess fee(s) collected. These refunds provide faster and better service for customers of the Office of the Secretary of State.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Technology Trust Fund (0266)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Constitution

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23149C
<b>Division</b>	Securities		
<b>Core</b>	Investor Restitution Fund	<b>HB Section</b>	12.070

## 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	2,000,000	2,000,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Investor Restitution (0741)

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	2,000,000	2,000,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Investor Restitution (0741)

## 2. CORE DESCRIPTION

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing to aggrieved investors disgorgement or restitution funds obtained through Securities Division enforcement actions. During the course of a year, it is never known how much money might be paid into the fund, or needed for distribution from the fund. In 2013, one case resulted in \$1.6 million returned to investors. A one-time transfer of \$5,340,785 from the Investor Restitution Fund to the Investor Education and Protection Fund (0829) was completed in FY20.

## 3. PROGRAM LISTING (list programs included in this core funding)

Investor Restitution

# CORE DECISION ITEM

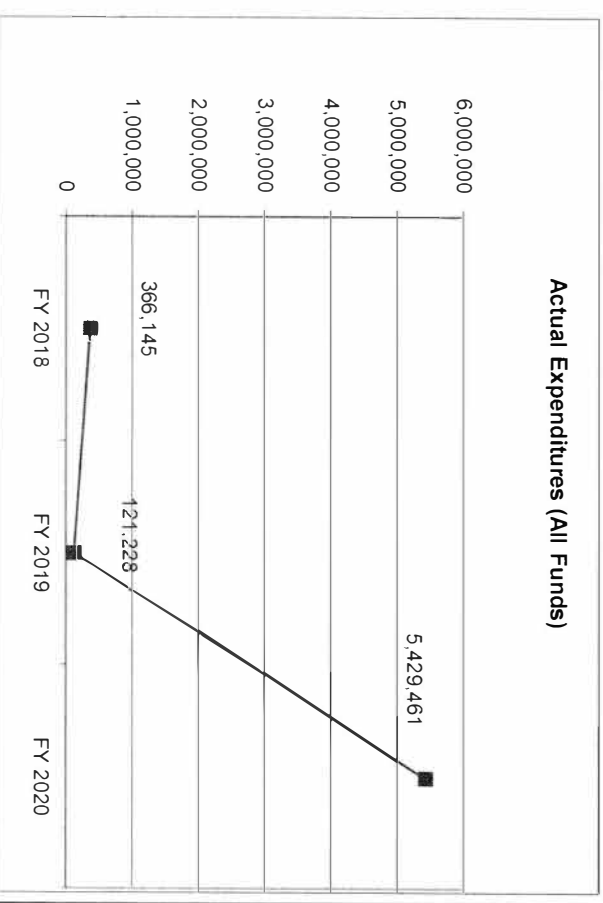
<b>Department</b>	Secretary of State
<b>Division</b>	Securities
<b>Core</b>	Investor Restitution Fund

**Budget Unit** 23149C

**HB Section** 12.070

## 4. FINANCIAL HISTORY

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Current Yr.
Appropriation (All Funds)	2,000,000	2,000,000	7,340,785	2,000,000
Less Restricted (All Funds)	0	0	0	N/A
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	2,000,000	2,000,000	7,340,785	N/A
Actual Expenditures (All Funds)	366,145	121,228	5,429,461	N/A
Unexpended (All Funds)	1,633,855	1,878,772	1,911,324	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	1,633,855	1,878,772	1,911,324	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).  
 Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:** Restitution paid to aggrieved investors securities fraud victims is dependent on enforcement proceedings and court orders and cannot be projected.  
 A one-time transfer of \$5,340,785 from the Investor Restitution Fund to the Investor Education and Protection Fund (0829) was completed in FY20.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
INVESTORS' RESTITUTION

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	0	2,000,000	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>2,000,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>INVESTORS' RESTITUTION</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
INVESTOR RESTITUTION FUND	88,676	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	
TOTAL - PD	88,676	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	
FUND TRANSFERS									
INVESTOR RESTITUTION FUND	5,340,785	0.00	0	0.00	0	0.00	0	0.00	
TOTAL - TRF	5,340,785	0.00	0	0.00	0	0.00	0	0.00	
<b>TOTAL</b>	<b>5,429,461</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$5,429,461</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	<b>\$2,000,000</b>	<b>0.00</b>	

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
INVESTORS' RESTITUTION								
CORE								
PROGRAM DISTRIBUTIONS	88,676	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
TOTAL - PD	88,676	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
TRANSFERS OUT	5,340,785	0.00	0	0.00	0	0.00	0	0.00
TOTAL - TRF	5,340,785	0.00	0	0.00	0	0.00	0	0.00
GRAND TOTAL	\$5,429,461	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$2,000,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$5,429,461	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$2,000,000	0.00

**PROGRAM DESCRIPTION**

**Department** Secretary of State \_\_\_\_\_

**HB Section(s):** \_\_\_\_\_ 12 070

**Program Name** Investor Restitution \_\_\_\_\_

**Program is found in the following core budget(s):** Securities \_\_\_\_\_

**1a. What strategic priority does this program address?**

The Investor Restitution Fund is a means by which the Securities Division pays restitution to aggrieved investors received from securities law violators subject to Securities Division Enforcement actions.

**1b. What does this program do?**

This fund is established under Section 409.6-603(e), RSMo., for preserving and distributing to aggrieved investors disgorgement or restitution funds obtained through Securities Division enforcement actions.

**2a. Provide an activity measure(s) for the program.**

Between FY17 and FY20, 2,430 payments were made to aggrieved investors. These payments totaled \$764,876.61.

**2b. Provide a measure(s) of the program's quality.**

The Investor Restitution Fund has the sole focus of remitting funds back to aggrieved investors as per the Enforcement orders of the Securities Division.

**2c. Provide a measure(s) of the program's impact.**

Between FY17 and FY20, 2,430 payments were made to aggrieved investors. These payments totaled \$764,876.61.



## PROGRAM DESCRIPTION

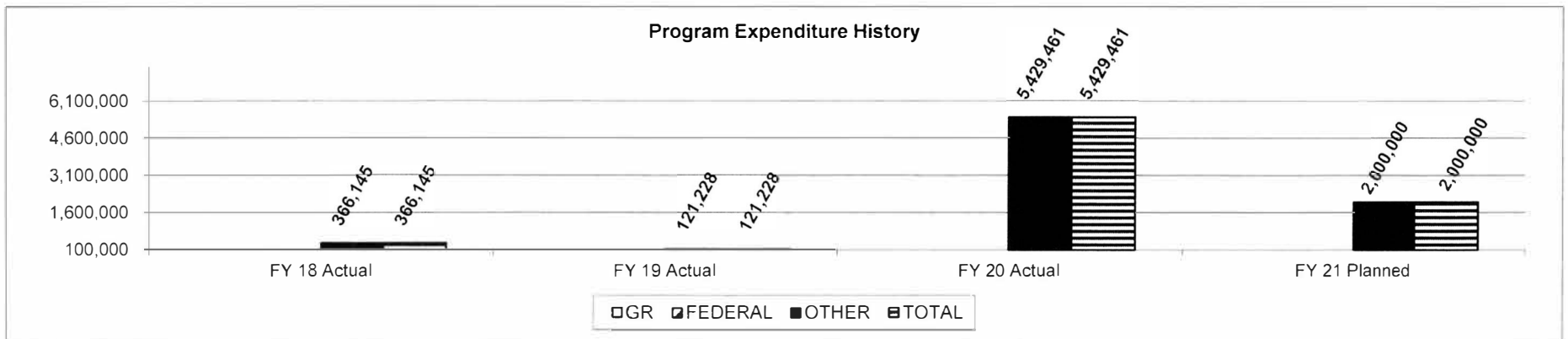
**Department** Secretary of State  
**Program Name** Investor Restitution  
**Program is found in the following core budget(s):** Securities

**HB Section(s):** 12.070

**2d. Provide a measure(s) of the program's efficiency.**

All of the restitution funds collected are for the benefit of the aggrieved investors. The Securities Division makes full efforts to identify the aggrieved investors and remit the appropriate funds to them.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



Please note the FY20 includes a one-time transfer from Investor Restitution of \$5,340,785.

**4. What are the sources of the "Other " funds?**

Investor Restitution Fund (0741)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 409.6-603(e), RSMo.

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23152C
<b>Division</b>	Securities		
<b>Core</b>	Family Trust Company	<b>HB Section</b>	12.075

#### 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	20,000	20,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Family Trust Company Fund (0810)

	FY 2022 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	20,000	20,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Family Trust Company Fund (0810)

#### 2. CORE DESCRIPTION

House Bill 292 was passed in 2017 and RSMo 362.1015(8) allows for a family trust company to be defined as a corporation or limited liability company organized or qualified to do business in Missouri that is wholly owned and exclusively controlled by one or more family members that operates for the exclusive benefit of a family member regardless of whether compensation is received or anticipated.

Fees collected by the Secretary of State and deposited into the Family Trust Company Fund will be used for the sole purpose of supporting the secretary's role and fulfillment of duties in RSMo 362.1010 to 362.1117.

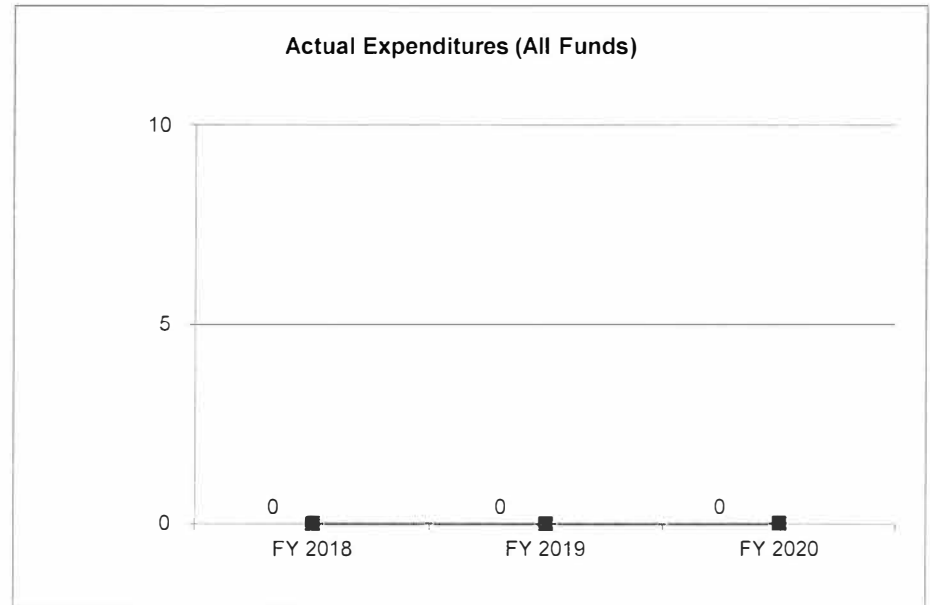
#### 3. PROGRAM LISTING (list programs included in this core funding)

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23152C
<b>Division</b>	Securities		
<b>Core</b>	Family Trust Company	<b>HB Section</b>	12.075

#### 4. FINANCIAL HISTORY

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	0	20,000	20,000	20,000
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)*	0	0	0	0
Budget Authority (All Funds)	0	20,000	20,000	20,000
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	0	20,000	20,000	0
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	20,000	20,000	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

#### NOTES:

This was a new fund/appropriation in FY19; therefore, there is no expenditure data from previous fiscal years.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
FAMILY TRUST COMPANY FUND

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	0	20,000	20,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	20,000	20,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	20,000	20,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>FAMILY TRUST COMPANY FUND</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
FAMILY TRUST COMPANY FUND	0	0.00	20,000	0.00	20,000	0.00	20,000	0.00	
TOTAL - EE	0	0.00	20,000	0.00	20,000	0.00	20,000	0.00	
TOTAL	0	0.00	20,000	0.00	20,000	0.00	20,000	0.00	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$20,000</b>	<b>0.00</b>	<b>\$20,000</b>	<b>0.00</b>	<b>\$20,000</b>	<b>0.00</b>	

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
FAMILY TRUST COMPANY FUND								
CORE								
PROFESSIONAL SERVICES	0	0.00	20,000	0.00	20,000	0.00	20,000	0.00
TOTAL - EE	0	0.00	20,000	0.00	20,000	0.00	20,000	0.00
GRAND TOTAL	\$0	0.00	\$20,000	0.00	\$20,000	0.00	\$20,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$20,000	0.00	\$20,000	0.00	\$20,000	0.00

**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.075

**Program Name** Family Trust Company

**Program is found in the following core budget(s):** Family Trust Company

**1a. What strategic priority does this program address?**

**1b. What does this program do?**

House Bill 292 was passed in 2017 and RSMo 362.1015(8) allows for a family trust company to be defined as a corporation or limited liability company organized or qualified to do business in Missouri that is wholly owned and exclusively controlled by one or more family members that operates for the exclusive benefit of a family member regardless of whether compensation is received or anticipated.

**2a. Provide an activity measure(s) for the program.**

To date, one family trust company has been filed with the Office of the Secretary of State.

**2b. Provide a measure(s) of the program's quality.**

**2c. Provide a measure(s) of the program's impact.**

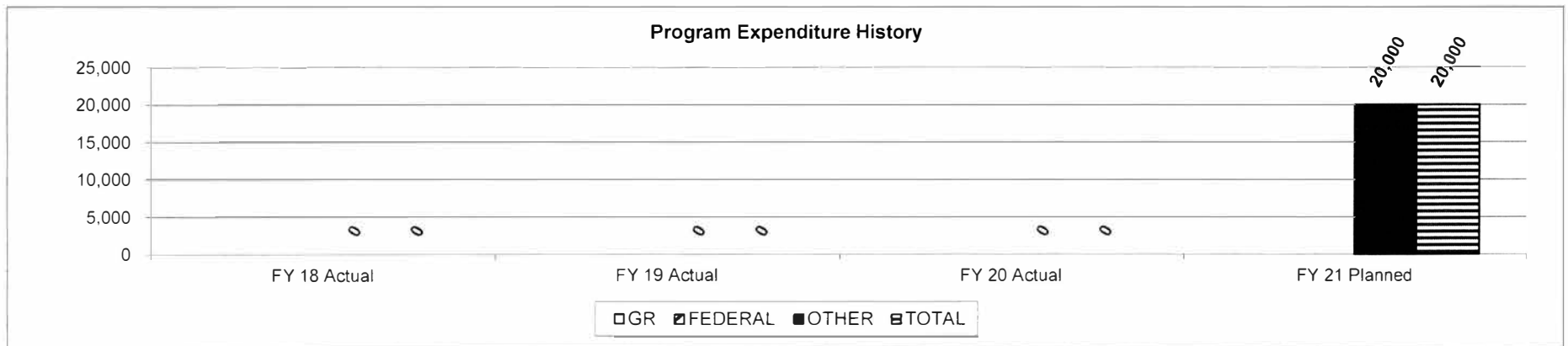
## PROGRAM DESCRIPTION

**Department** Secretary of State  
**Program Name** Family Trust Company  
**Program is found in the following core budget(s):** Family Trust Company

**HB Section(s):** 12.075

2d. Provide a measure(s) of the program's efficiency.

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

Family Trust Company Fund (0810)

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 362.010

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No



### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23151C
<b>Division</b>	Elections		
<b>Core</b>	Elections Public Notice	<b>HB Section</b>	12.080

#### 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	1	0	0	1
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	1	0	0	1
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

#### 2. CORE DESCRIPTION

Article XII Section 2(b) and Section 116.260, RSMo. require the Office of the Secretary of State to publish in local newspapers the full text of each statewide ballot measure to be voted on at an election. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly as well as the overall length of the proposal. This is an odd year and we will not print any ballot measures during this budget year.

#### 3. PROGRAM LISTING (list programs included in this core funding)

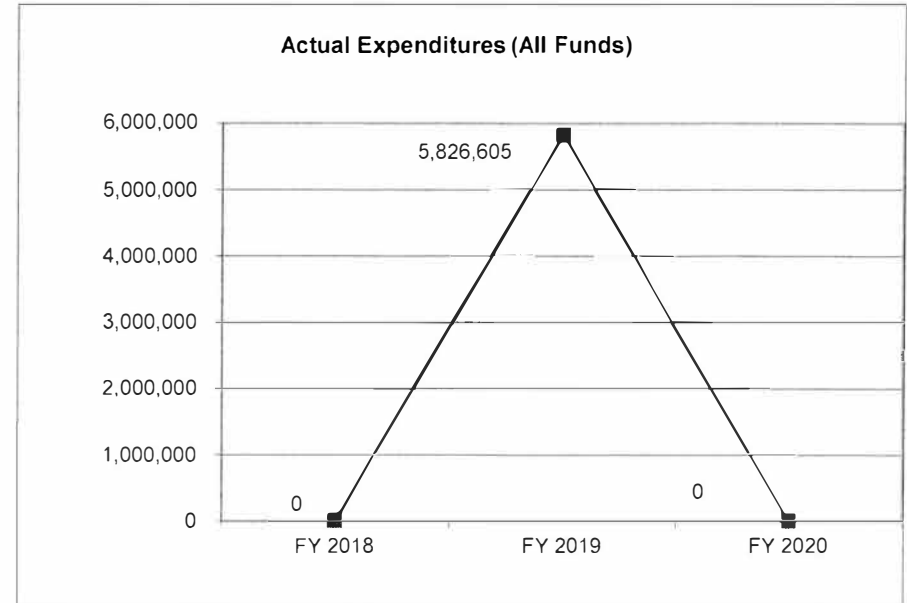
Elections Public Notice

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23151C
<b>Division</b>	Elections	<b>HB Section</b>	12.080
<b>Core</b>	Elections Public Notice		

## 4. FINANCIAL HISTORY

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Current Yr.
Appropriation (All Funds)	1	6,000,001	1	1,500,001
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1	6,000,001	1	N/A
Actual Expenditures (All Funds)	0	5,826,605	0	N/A
Unexpended (All Funds)	1	173,396	1	N/A
Unexpended, by Fund:				
General Revenue	1	173,396	1	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

### NOTES:

In FY 2019, \$173,396 was transferred out of Elections Public Notice and into State Aid for Libraries, as allowed under HB12. 35 libraries received an additional \$4,954 apiece because the General Assembly allowed this.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTIONS PUBLIC NOTICE

### 5. CORE RECONCILIATION DETAIL

		Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>								
		EE	0.00	1,500,001	0	0	1,500,001	
		<b>Total</b>	<b>0.00</b>	<b>1,500,001</b>	<b>0</b>	<b>0</b>	<b>1,500,001</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
1x Expenditures	45 0079	EE	0.00	(1,500,000)	0	0	(1,500,000)	
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>(1,500,000)</b>	<b>0</b>	<b>0</b>	<b>(1,500,000)</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		EE	0.00	1	0	0	1	
		<b>Total</b>	<b>0.00</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		EE	0.00	1	0	0	1	
		<b>Total</b>	<b>0.00</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>ELECTIONS PUBLIC NOTICE</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	1,500,001	0.00	1	0.00	1	0.00	
TOTAL - EE	0	0.00	1,500,001	0.00	1	0.00	1	0.00	
TOTAL	0	0.00	1,500,001	0.00	1	0.00	1	0.00	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,500,001</b>	<b>0.00</b>	<b>\$1</b>	<b>0.00</b>	<b>\$1</b>	<b>0.00</b>	

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTIONS PUBLIC NOTICE								
CORE								
PROFESSIONAL SERVICES	0	0.00	1,500,001	0.00	1	0.00	1	0.00
TOTAL - EE	0	0.00	1,500,001	0.00	1	0.00	1	0.00
GRAND TOTAL	\$0	0.00	\$1,500,001	0.00	\$1	0.00	\$1	0.00
GENERAL REVENUE	\$0	0.00	\$1,500,001	0.00	\$1	0.00	\$1	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.080

**Program Name** Elections Public Notice

**Program is found in the following core budget(s):** Elections

### 1a. What strategic priority does this program address?

This program provides a mechanism by which Missouri voters can make informed decisions on proposed ballot initiatives and amendments. By publishing the full-text of the proposed ballot measures, voters can read, in its entirety, the proposed changes or additions, and thus make a decision based on a full understanding of the issue, not merely on an abbreviated synopsis or sound bites.

### 1b. What does this program do?

This requirement provides for the publication in local newspapers of the full text of statewide ballot measures as required by the Missouri Constitution and Missouri law. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly.

### 2a. Provide an activity measure(s) for the program.

Through this program, the full text of statewide ballot measures are printed in newspapers across Missouri.

### 2b. Provide a measure(s) of the program's quality.

### 2c. Provide a measure(s) of the program's impact.

Based on circulation numbers, millions of Missourians are serviced by the newspapers in which the full text of statewide ballot measures are printed. Therefore, millions of potential voters are provided an opportunity to review the full text of proposed issues before voting on those measures.

## PROGRAM DESCRIPTION

Department Secretary of State

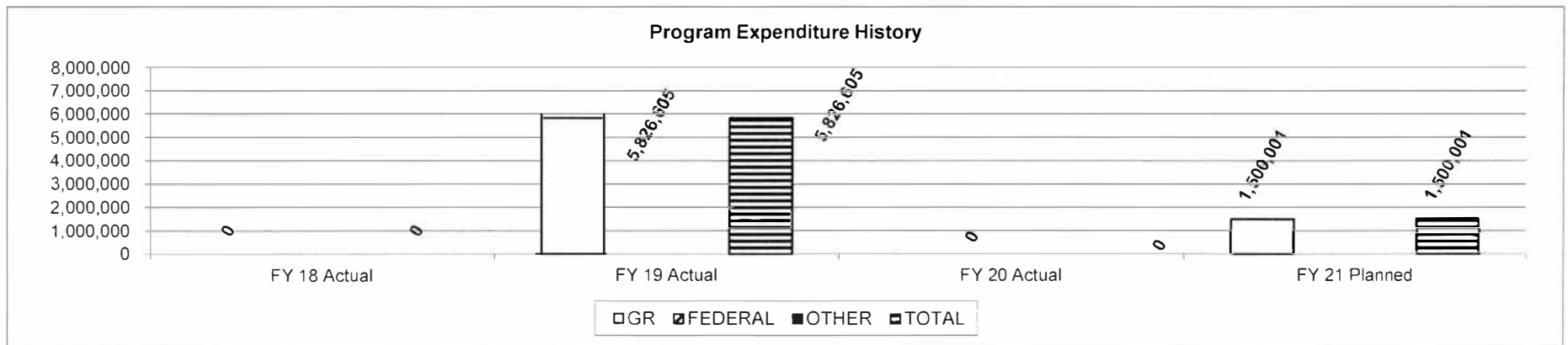
HB Section(s): 12.080

Program Name Elections Public Notice

Program is found in the following core budget(s): Elections

2d. Provide a measure(s) of the program's efficiency.

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other " funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Constitution, Article XII, Section 2(b) and Section 116.260, RSMo

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23148C
<b>Division</b>	Elections	<b>HB Section</b>	12.085
<b>Core</b>	Absentee Ballots		

**1. CORE FINANCIAL SUMMARY**

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	27,000	0	0	27,000
PSD	43,000	0	0	43,000
TRF	0	0	0	0
<b>Total</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>70,000</b>

FTE	0.00	0.00	0.00	0.00
-----	------	------	------	------

Est. Fringe	0	0	0	0
-------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	27,000	0	0	27,000
PSD	43,000	0	0	43,000
TRF	0	0	0	0
<b>Total</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>70,000</b>

FTE	0.00	0.00	0.00	0.00
-----	------	------	------	------

Est. Fringe	0	0	0	0
-------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

Other Funds:

**2. CORE DESCRIPTION**

115.285, RSMo. requires mailing envelopes used for returning ballots to local election authorities (LEAs) to incorporate a business reply permit so that no ballot, returned by mail, requires postage. Moreover, Missouri law requires that all fees and costs for establishing and maintaining the business reply permit be covered by the Secretary of State. This core is to allow the Elections Division to pay LEAs for using business reply permits on absentee envelopes returned by voters in accordance with Missouri law.

**3. PROGRAM LISTING (list programs included in this core funding)**

Absentee Ballots



# **CORE DECISION ITEM**

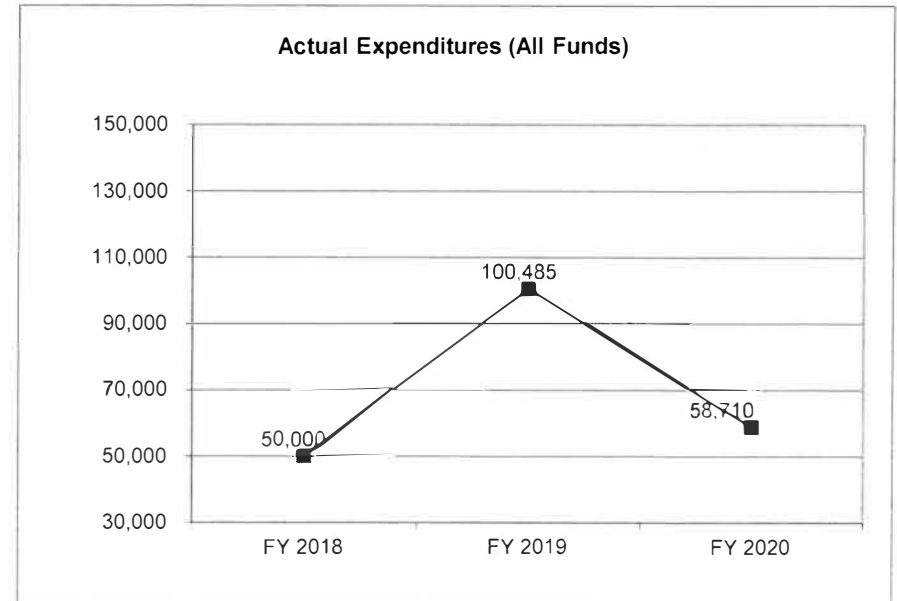
<b>Department</b>	Secretary of State
<b>Division</b>	Elections
<b>Core</b>	Absentee Ballots

**Budget Unit** 23148C

**HB Section** 12.085

## **4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	50,000	125,000	70,000	150,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	50,000	125,000	70,000	N/A
Actual Expenditures (All Funds)	50,000	100,485	58,710	N/A
Unexpended (All Funds)	0	24,515	11,290	N/A
Unexpended, by Fund:				
General Revenue	0	24,515	11,290	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

## **NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ABSENTEE BALLOTS

### 5. CORE RECONCILIATION DETAIL

				Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>										
				EE	0.00	32,000	0	0	32,000	
				PD	0.00	118,000	0	0	118,000	
				<b>Total</b>	<b>0.00</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>										
1x Expenditures	47	2041		EE	0.00	(5,000)	0	0	(5,000)	
1x Expenditures	47	2041		PD	0.00	(75,000)	0	0	(75,000)	
<b>NET DEPARTMENT CHANGES</b>					<b>0.00</b>	<b>(80,000)</b>	<b>0</b>	<b>0</b>	<b>(80,000)</b>	
<b>DEPARTMENT CORE REQUEST</b>										
				EE	0.00	27,000	0	0	27,000	
				PD	0.00	43,000	0	0	43,000	
				<b>Total</b>	<b>0.00</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>70,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>										
				EE	0.00	27,000	0	0	27,000	
				PD	0.00	43,000	0	0	43,000	
				<b>Total</b>	<b>0.00</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>70,000</b>	

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ABSENTEE BALLOTS</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
GENERAL REVENUE	0	0.00	32,000	0.00	27,000	0.00	27,000	0.00
TOTAL - EE	0	0.00	32,000	0.00	27,000	0.00	27,000	0.00
PROGRAM-SPECIFIC								
GENERAL REVENUE	58,710	0.00	118,000	0.00	43,000	0.00	43,000	0.00
TOTAL - PD	58,710	0.00	118,000	0.00	43,000	0.00	43,000	0.00
<b>TOTAL</b>	<b>58,710</b>	<b>0.00</b>	<b>150,000</b>	<b>0.00</b>	<b>70,000</b>	<b>0.00</b>	<b>70,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$58,710</b>	<b>0.00</b>	<b>\$150,000</b>	<b>0.00</b>	<b>\$70,000</b>	<b>0.00</b>	<b>\$70,000</b>	<b>0.00</b>

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ABSENTEE BALLOTS</b>								
<b>CORE</b>								
SUPPLIES	0	0.00	32,000	0.00	27,000	0.00	27,000	0.00
TOTAL - EE	0	0.00	32,000	0.00	27,000	0.00	27,000	0.00
PROGRAM DISTRIBUTIONS	58,710	0.00	118,000	0.00	43,000	0.00	43,000	0.00
TOTAL - PD	58,710	0.00	118,000	0.00	43,000	0.00	43,000	0.00
<b>GRAND TOTAL</b>	<b>\$58,710</b>	<b>0.00</b>	<b>\$150,000</b>	<b>0.00</b>	<b>\$70,000</b>	<b>0.00</b>	<b>\$70,000</b>	<b>0.00</b>
GENERAL REVENUE	\$58,710	0.00	\$150,000	0.00	\$70,000	0.00	\$70,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.085

**Program Name** Elections

**Program is found in the following core budget(s):** Absentee Ballots

**1a. What strategic priority does this program address?**

The priority for this program is to assure that the Secretary of State's office can be in compliance with the requirements of 115.285, RSMo.

**1b. What does this program do?**

This program allows voters to return their absentee ballots to their local election authority at no expense to the voter. The local election authority prints a business reply permit on absentee ballot envelopes. The Secretary of State, through this appropriation and in compliance with the requirements of 115.285, RSMo, reimburses the local election authority for the expenses incurred.

**2a. Provide an activity measure(s) for the program.**

116 local election authorities and thousands Missouri voters who cast absentee ballots.

In Calendar Year 2008, 344,199 absentee ballots were cast.

In Calendar Year 2010, 173,639 absentee ballots were cast.

In Calendar Year 2012, 271,972 absentee ballots were cast.

In Calendar Year 2014, 137,006 absentee ballots were cast.

In Calendar Year 2016, 417,096 absentee ballots were cast.

In Calendar Year 2018, 296,251 absentee ballots were cast.

In Calendar Year 2020, 1,118,711 absentee ballots were cast.

**2b. Provide a measure(s) of the program's quality.**

The quality measure of this program is to allow a voter to return their absentee ballot without personally incurring the cost of postage.

**2c. Provide a measure(s) of the program's impact.**

Missouri law provides for a six (6) week period during which voters who will be unable to vote in-person can do so utilizing the absentee ballot process.

During the last six general elections, 1,640,163 absentee ballots were cast. Through this program, voters returning their absentee ballots via the mail are not required to cover the costs of postage.

## PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.085

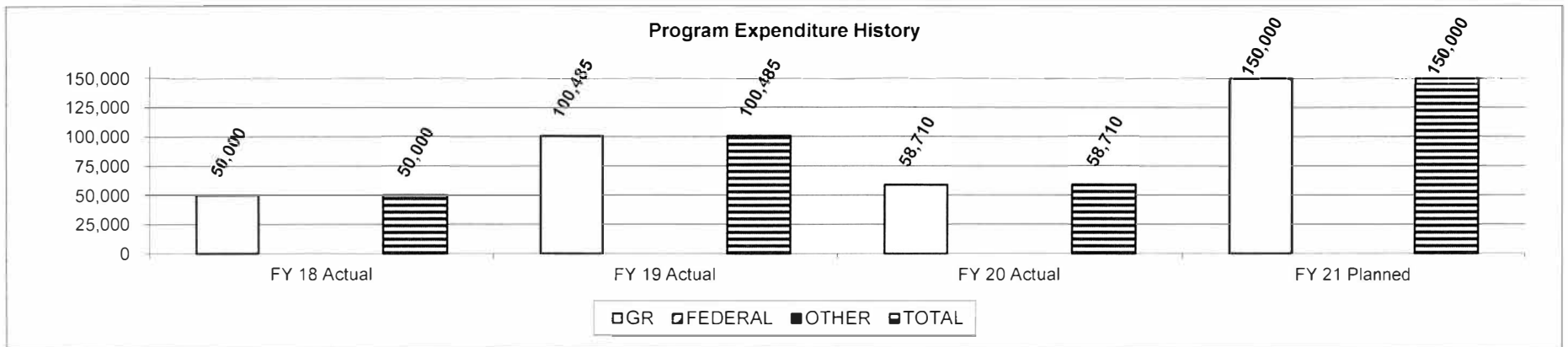
Program Name Elections

Program is found in the following core budget(s): Absentee Ballots

### 2d. Provide a measure(s) of the program's efficiency.

Voters are able to automatically return their ballot without covering the cost of postage. Usage is tracked by local election authorities and payments to LEAs are made, if possible, within 10 days of submission date of their reimbursement request, based on appropriation authority.

### 3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



### 4. What are the sources of the "Other " funds?

### 5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Section 115.285, RSMo

### 6. Are there federal matching requirements? If yes, please explain.

No

### 7. Is this a federally mandated program? If yes, please explain.

No

**CORE DECISION ITEM**

**Department** Secretary of State  
**Division** Elections  
**Core** Election Costs Transfer

**Budget Unit** 23154C  
**HB Section** 12.095

**1. CORE FINANCIAL SUMMARY**

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	3,284,000	0	0	3,284,000
<b>Total</b>	<b>3,284,000</b>	<b>0</b>	<b>0</b>	<b>3,284,000</b>

FTE 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	3,284,000	0	0	3,284,000
<b>Total</b>	<b>3,284,000</b>	<b>0</b>	<b>0</b>	<b>3,284,000</b>

FTE 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. CORE DESCRIPTION**

115.077 RSMo. requires the commissioner of the office of administration to transfer from general revenue to the Election Administration Improvement Fund an amount not less than the amount expended in the fiscal year that ended June 30, 2000, which was \$4,284,000. A law change that went into effect on 1/1/19 changed the receipt of this transfer from the Elections Subsidy Fund to the Election Administration Improvement Fund.

**3. PROGRAM LISTING (list programs included in this core funding)**

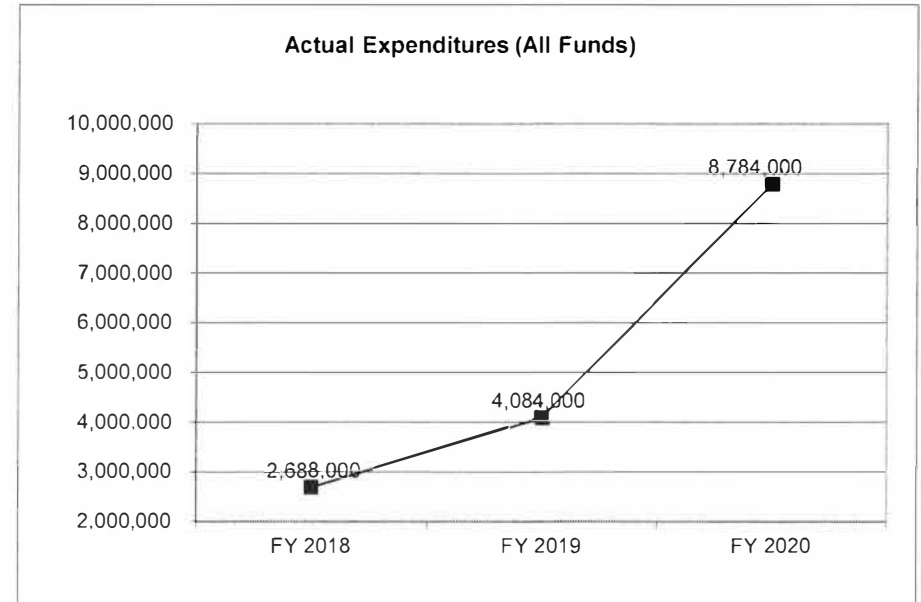
# CORE DECISION ITEM

**Department** Secretary of State  
**Division** Elections  
**Core** Election Costs Transfer

**Budget Unit** 23154C  
**HB Section** 12.095

## 4. FINANCIAL HISTORY

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Current Yr.
Appropriation (All Funds)	3,584,000	4,084,000	9,784,000	3,284,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)				N/A
Budget Authority (All Funds)	3,584,000	4,084,000	9,784,000	3,284,000
Actual Expenditures (All Funds)	2,688,000	4,084,000	8,784,000	N/A
Unexpended (All Funds)	896,000	0	1,000,000	N/A
Unexpended, by Fund:				
General Revenue	896,000	0	1,000,000	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:** In FY18, the fourth quarter allotment of \$896,000 was restricted; therefore, could not be used.  
In FY20, due to the budget crisis, \$1,000,000 was withheld from being transferred.



## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
ELECTION COSTS TRANSFER

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	TRF	0.00	3,284,000	0	0	3,284,000	
	<b>Total</b>	<b>0.00</b>	<b>3,284,000</b>	<b>0</b>	<b>0</b>	<b>3,284,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	TRF	0.00	3,284,000	0	0	3,284,000	
	<b>Total</b>	<b>0.00</b>	<b>3,284,000</b>	<b>0</b>	<b>0</b>	<b>3,284,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	TRF	0.00	3,284,000	0	0	3,284,000	
	<b>Total</b>	<b>0.00</b>	<b>3,284,000</b>	<b>0</b>	<b>0</b>	<b>3,284,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>ELECTION COSTS TRANSFER</b>									
<b>CORE</b>									
FUND TRANSFERS									
GENERAL REVENUE	8,784,000	0.00	3,284,000	0.00	3,284,000	0.00	3,284,000	0.00	
TOTAL - TRF	8,784,000	0.00	3,284,000	0.00	3,284,000	0.00	3,284,000	0.00	
<b>TOTAL</b>	<b>8,784,000</b>	<b>0.00</b>	<b>3,284,000</b>	<b>0.00</b>	<b>3,284,000</b>	<b>0.00</b>	<b>3,284,000</b>	<b>0.00</b>	
<b>Increase election cost trnsfr - 1231001</b>									
FUND TRANSFERS									
GENERAL REVENUE	0	0.00	0	0.00	1,000,000	0.00	500,000	0.00	
TOTAL - TRF	0	0.00	0	0.00	1,000,000	0.00	500,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1,000,000</b>	<b>0.00</b>	<b>500,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$8,784,000</b>	<b>0.00</b>	<b>\$3,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTION COSTS TRANSFER								
CORE								
TRANSFERS OUT	8,784,000	0.00	3,284,000	0.00	3,284,000	0.00	3,284,000	0.00
TOTAL - TRF	8,784,000	0.00	3,284,000	0.00	3,284,000	0.00	3,284,000	0.00
GRAND TOTAL	\$8,784,000	0.00	\$3,284,000	0.00	\$3,284,000	0.00	\$3,284,000	0.00
GENERAL REVENUE	\$8,784,000	0.00	\$3,284,000	0.00	\$3,284,000	0.00	\$3,284,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s):</b> 12.095
<b>Program Name</b> Election Costs Transfer	
<b>Program is found in the following core budget(s)</b> Elections	

**1. What does this program do?**

Per 115.063, RSMo. the State must pay proportional costs for all elections involving a statewide candidate, statewide issue, state senator, or state representative. The number of special elections called in a fiscal year is contingent upon the number of vacancies and thus is unknown. Additionally, 115.077 RSMo. requires the Secretary of State to transfer from general revenue to the state election subsidy an amount not less than that expended in the fiscal year that ended June 30, 2000, which was \$4,284,000.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 115.063 and 115.077 RSMo.

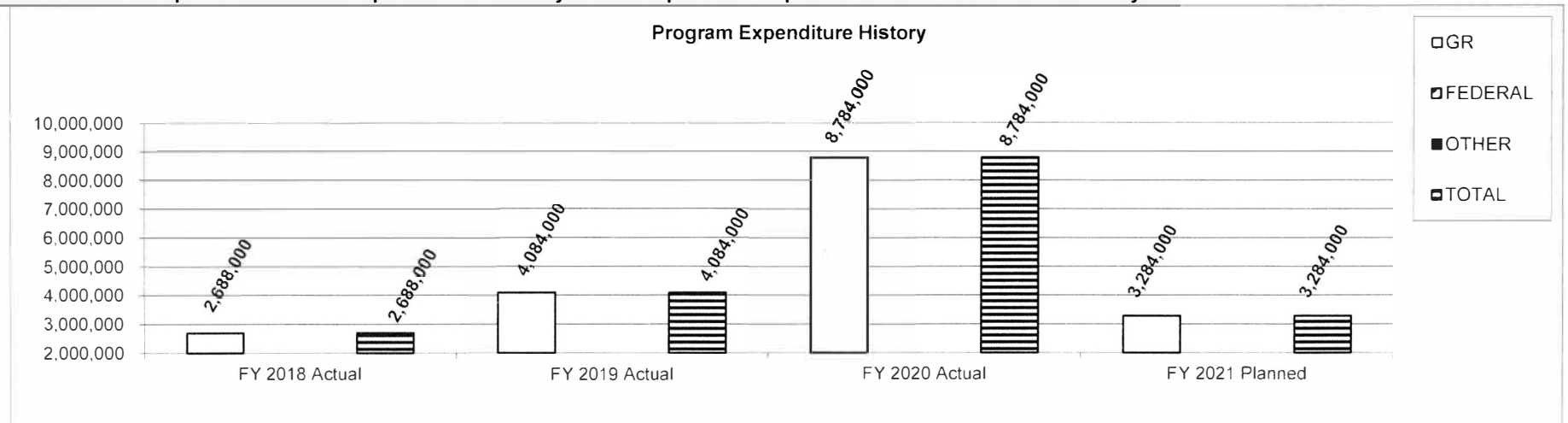
**3. Are there federal matching requirements? If yes, please explain.**

No.

**4. Is this a federally mandated program? If yes, please explain.**

No.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

<b>Department</b> Secretary of State	<b>HB Section(s):</b> 12.095
<b>Program Name</b> Election Costs Transfer	
<b>Program is found in the following core budget(s)</b> Elections	

6. What are the sources of the "Other" funds?

7a. Provide an effectiveness measure.  
Compliance with the requirements of 115.077 RSMo.

7b. Provide an efficiency measure.  
N/A

7c. Provide the number of clients/individuals served, if applicable.  
N/A

7d. Provide a customer satisfaction measure, if available.  
N/A

**NEW DECISION ITEM**  
**RANK: 5 OF 8**

<b>Department:</b> Secretary of State	<b>Budget Unit</b> 23154C
<b>Division:</b> Elections	
<b>DI Name:</b> Restore Elections Cost Transfer <b>DI#1231001</b>	<b>HB Section</b> 12.095

**1. AMOUNT OF REQUEST**

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	1,000,000	0	0	1,000,000
<b>Total</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>1,000,000</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	500,000	0	0	500,000
<b>Total</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>500,000</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Restoration of funding to meet statutory obligation	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

Per 115.077.8,(2) RSMo., the Commissioner of the Office of Administration shall annually transfer from general revenue to the election administration improvements fund an amount not less than the amount expended in the fiscal year that ended June 30, 2000. This amount is \$4,284,000. The money transferred pays for all special election costs the local election authorities incur for statewide ballot measures. Additionally, this fund pays for MCVR maintenance, state grants to local election authorities, transaction costs, and payroll for some Elections staff. The core of \$4,284,000 was reduced in FY21 to \$3,284,000. This request is to restore the statutorily required transfer of \$4,284,000.

**NEW DECISION ITEM**

RANK: 5 OF 8

<b>Department:</b> Secretary of State	<b>Budget Unit</b> <u>23154C</u>
<b>Division:</b> Elections	
<b>DI Name:</b> Restore Elections Cost Transfer <b>DI#1231001</b>	<b>HB Section</b> <u>12.095</u>

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

This transfer is not only required by statute, it is essential that the full amount be transferred from general revenue into the Election Administration Improvement Fund. It pays for all special election, maintenance of the Missouri Voter Registration Database (MCVR), and provides grants that local election authorities rely on to help pay for voting equipment upgrades and maintenance which ensure a smooth process on Election Day for all Missouri voters.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	E
							0			
							0	0.0		
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0	
							0			
							0			
							0			
<b>Total EE</b>	0		0		0		0		0	
							0			
<b>Total PSD</b>	0		0		0		0		0	
Transfers (BOBC 820)	1,000,000						1,000,000			
<b>Total TRF</b>	1,000,000		0		0		1,000,000		0	
<b>Grand Total</b>	1,000,000	0.0	0	0.0	0	0.0	1,000,000	0.0	0	

NEW DECISION ITEM  
RANK: 5 OF 8

Department: Secretary of State				Budget Unit		23154C				
Division: Elections										
DI Name: Restore Elections Cost Transfer		DI#1231001		HB Section		12.095				
		Gov Rec	Gov Rec	Gov Rec	Gov Rec	Gov Rec	Gov Rec	Gov Rec	Gov Rec	
		GR	GR	FED	FED	OTHER	OTHER	TOTAL	TOTAL	Gov Rec
Budget Object Class/Job Class		DOLLARS	FTE	DOLLARS	FTE	DOLLARS	FTE	DOLLARS	FTE	One-Time
										DOLLARS
										E
								0		
								0	0.0	
Total PS		0	0.0	0	0.0	0	0.0	0	0.0	0
								0		
								0		
								0		
Total EE		0		0		0		0		0
								0		
Total PSD		0		0		0		0		0
Transfers (BOBC 820)		500,000						500,000		
Total TRF		500,000		0		0		500,000		0
Grand Total		500,000	0.0	0	0.0	0	0.0	500,000	0.0	0



**NEW DECISION ITEM**  
**RANK:** 5 **OF** 8

<b>Department:</b> Secretary of State	<b>Budget Unit</b> <u>23154C</u>
<b>Division:</b> Elections	
<b>DI Name:</b> Restore Elections Cost Transfer <b>DI#1231001</b>	<b>HB Section</b> <u>12.095</u>

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

All 116 local election authorities are offered grants and transaction cost reimbursements so they can keep the voting equipment maintained.

The Secretary of State must continue to award these grants in order to ensure the local election authorities can keep their aging voting equipment in working order. Moreover, the Secretary of State must properly maintain the MCVR system.

**6b. Provide an efficiency measure.**

**6c. Provide the number of clients/individuals served, if applicable.**

In Missouri, there are approximately 4.1 million registered voters. Every one of those registered voter deserves to have their voice heard on Election Day, and trust that the results of the election are a fair and accurate representation of the will of the people. In order for this to happen, it is imperative to ensure that local election authorities receive the adequate funding to keep their election equipment well maintained.

**6d. Provide a customer satisfaction measure, if available.**

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTION COSTS TRANSFER</b>								
Increase election cost trnsfr - 1231001								
TRANSFERS OUT	0	0.00	0	0.00	1,000,000	0.00	500,000	0.00
TOTAL - TRF	0	0.00	0	0.00	1,000,000	0.00	500,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,000,000</b>	<b>0.00</b>	<b>\$500,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$1,000,000	0.00	\$500,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23153C
<b>Division</b>	Elections		
<b>Core</b>	Federal Election Reform (Elections Admin. Improvement Fund)	<b>HB Section</b>	12.090

### 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	3,493,159	3,854,661	7,347,820
PSD	0	6,744,104	8,258,571	15,002,675
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>10,237,263</b>	<b>12,113,232</b>	<b>22,350,495</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Funds originally transferred in from General Revenue

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	3,493,159	3,854,661	7,347,820
PSD	0	6,744,104	8,258,571	15,002,675
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>10,237,263</b>	<b>12,113,232</b>	<b>22,350,495</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Funds originally transferred in from General Revenue

### 2. CORE DESCRIPTION

This federal program provides funds to states to improve the administration of elections. This includes improving access to the elections process to those with disabilities, maintaining a statewide voter registration database with access by all local election authorities, and creating voter education and poll worker training programs. Federal funds have been received through guidelines of the United States Elections Assistance Commission (EAC) and interest has accrued. Prior to FY20, a transfer from the Elections Subsidy Fund was made annually that provided for federally required matching for maintenance requirements and supported other Help America Vote Act activities. Beginning in FY20, the annual transfer now comes directly from General Revenue and all special elections, as well as federally required matching for maintenance requirements, will be paid from this appropriation.

### 3. PROGRAM LISTING (list programs included in this core funding)

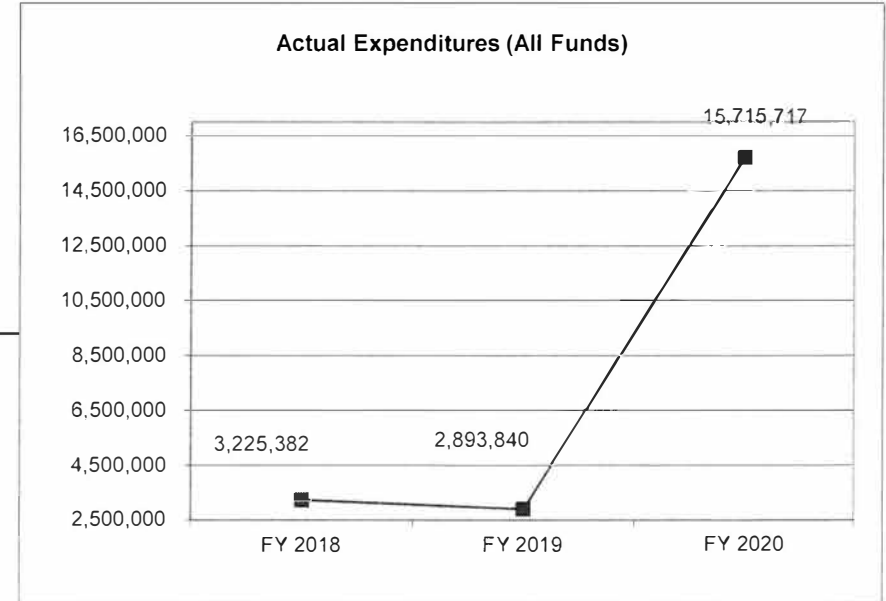
Federal Election Reform

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23153C
<b>Division</b>	Elections		
<b>Core</b>	Federal Election Reform (Elections Admin. Improvement Fund)	<b>HB Section</b>	12.090

**4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	9,016,495	14,016,495	23,400,495	38,450,495
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	9,016,495	14,016,495	23,400,495	38,450,495
Actual Expenditures (All Funds)	3,225,382	2,893,840	15,715,717	N/A
Unexpended (All Funds)	5,791,113	11,122,655	7,684,778	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	1,989,008	7,004,106	1,395,963	N/A
Other	3,802,105	4,118,549	6,288,815	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
FEDERAL ELECTION REFORM

### 5. CORE RECONCILIATION DETAIL

				Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>										
				EE	0.00	0	7,347,820	0	7,347,820	
				PD	0.00	0	31,102,675	0	31,102,675	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>38,450,495</b>	<b>0</b>	<b>38,450,495</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>										
1x Expenditures	51	6897		PD	0.00	0	(16,100,000)	0	(16,100,000)	
Core Reallocation	315	6684		PD	0.00	0	4,000,000	0	4,000,000	To align to better reflect for planned expenditures.
Core Reallocation	315	3562		PD	0.00	0	(4,000,000)	0	(4,000,000)	To align to better reflect for planned expenditures.
<b>NET DEPARTMENT CHANGES</b>					<b>0.00</b>	<b>0</b>	<b>(16,100,000)</b>	<b>0</b>	<b>(16,100,000)</b>	
<b>DEPARTMENT CORE REQUEST</b>										
				EE	0.00	0	7,347,820	0	7,347,820	
				PD	0.00	0	15,002,675	0	15,002,675	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>22,350,495</b>	<b>0</b>	<b>22,350,495</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>										
				EE	0.00	0	7,347,820	0	7,347,820	
				PD	0.00	0	15,002,675	0	15,002,675	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>22,350,495</b>	<b>0</b>	<b>22,350,495</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>FEDERAL ELECTION REFORM</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
ELECTION ADMIN IMPROVEMENT	2,371,689	0.00	7,347,820	0.00	7,347,820	0.00	7,347,820	0.00	
TOTAL - EE	2,371,689	0.00	7,347,820	0.00	7,347,820	0.00	7,347,820	0.00	
PROGRAM-SPECIFIC									
ELECTION ADMIN IMPROVEMENT	13,344,028	0.00	15,002,675	0.00	15,002,675	0.00	15,002,675	0.00	
SOS FEDERAL STIMULUS	0	0.00	16,100,000	0.00	0	0.00	0	0.00	
TOTAL - PD	13,344,028	0.00	31,102,675	0.00	15,002,675	0.00	15,002,675	0.00	
<b>TOTAL</b>	<b>15,715,717</b>	<b>0.00</b>	<b>38,450,495</b>	<b>0.00</b>	<b>22,350,495</b>	<b>0.00</b>	<b>22,350,495</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$15,715,717</b>	<b>0.00</b>	<b>\$38,450,495</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>	

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL ELECTION REFORM</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	238	0.00	4,500	0.00	4,500	0.00	4,500	0.00
TRAVEL, OUT-OF-STATE	4,641	0.00	2,501	0.00	2,501	0.00	2,501	0.00
FUEL & UTILITIES	0	0.00	12,000	0.00	12,000	0.00	12,000	0.00
SUPPLIES	23,727	0.00	83,810	0.00	83,810	0.00	83,810	0.00
PROFESSIONAL DEVELOPMENT	34,579	0.00	4,001	0.00	4,001	0.00	4,001	0.00
COMMUNICATION SERV & SUPP	55,814	0.00	103,000	0.00	103,000	0.00	103,000	0.00
PROFESSIONAL SERVICES	1,579,971	0.00	5,250,000	0.00	5,250,000	0.00	5,250,000	0.00
M&R SERVICES	671,922	0.00	1,800,000	0.00	1,800,000	0.00	1,800,000	0.00
COMPUTER EQUIPMENT	0	0.00	50,000	0.00	50,000	0.00	50,000	0.00
OFFICE EQUIPMENT	730	0.00	0	0.00	0	0.00	0	0.00
OTHER EQUIPMENT	67	0.00	2	0.00	2	0.00	2	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	0	0.00	38,000	0.00	38,000	0.00	38,000	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	3	0.00	3	0.00	3	0.00
MISCELLANEOUS EXPENSES	0	0.00	2	0.00	2	0.00	2	0.00
<b>TOTAL - EE</b>	<b>2,371,689</b>	<b>0.00</b>	<b>7,347,820</b>	<b>0.00</b>	<b>7,347,820</b>	<b>0.00</b>	<b>7,347,820</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	13,344,028	0.00	31,102,674	0.00	15,002,674	0.00	15,002,674	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>13,344,028</b>	<b>0.00</b>	<b>31,102,675</b>	<b>0.00</b>	<b>15,002,675</b>	<b>0.00</b>	<b>15,002,675</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$15,715,717</b>	<b>0.00</b>	<b>\$38,450,495</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$15,715,717</b>	<b>0.00</b>	<b>\$38,450,495</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>	<b>\$22,350,495</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.090

**Program Name** Federal Election Reform (Elections Administration Improvement Fund)

**Program is found in the following core budget(s):** Elections

**1a. What strategic priority does this program address?**

Election efficiency and security

**1b. What does this program do?**

The Help America Vote Act of 2002 (HAVA) along with the 2018 HAVA Election Security Grants provided federal funds to states to improve the administration of elections, with the most recent grants having an emphasis on election cybersecurity. The grants also included funding for upgrading equipment, improving access to the elections process for those with disabilities, updating a statewide voter registration database with access by all local election authorities (LEAs), election improvements, and creating voter education and poll worker training programs.

With the passage of SB592 in 2018, all special election costs will now be paid from this appropriation.

**2a. Provide an activity measure(s) for the program.**

A statewide voter registration database accessible to all election authorities was implemented and ongoing maintenance and enhancements are being made to better serve the needs of the LEAs; poll workers, including election judges, are receiving ongoing training to comply with HAVA regulations as well as changes in Missouri election laws; LEAs have been offered poll worker training; information on voter registration and polling place look up have been made available on the SOS website; complaint procedures have been implemented; initiative and referendum petitions submitted have been timely processed; \$3 million has been made available in the past three fiscal years for voter list maintenance activities.

**2b. Provide a measure(s) of the program's quality.**

The Secretary of State must comply with HAVA and state election laws to provide for the distribution and monitoring of federal funds, voter education, poll worker training, voting system qualification, maintenance of a statewide voter registration database, and other election related activities.

**2c. Provide a measure(s) of the program's impact.**

This program continues to assist 116 LEAs and over 4 million registered voters in the State of Missouri to continue to provide the resources to conduct elections.



## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** \_\_\_\_\_ 12 090

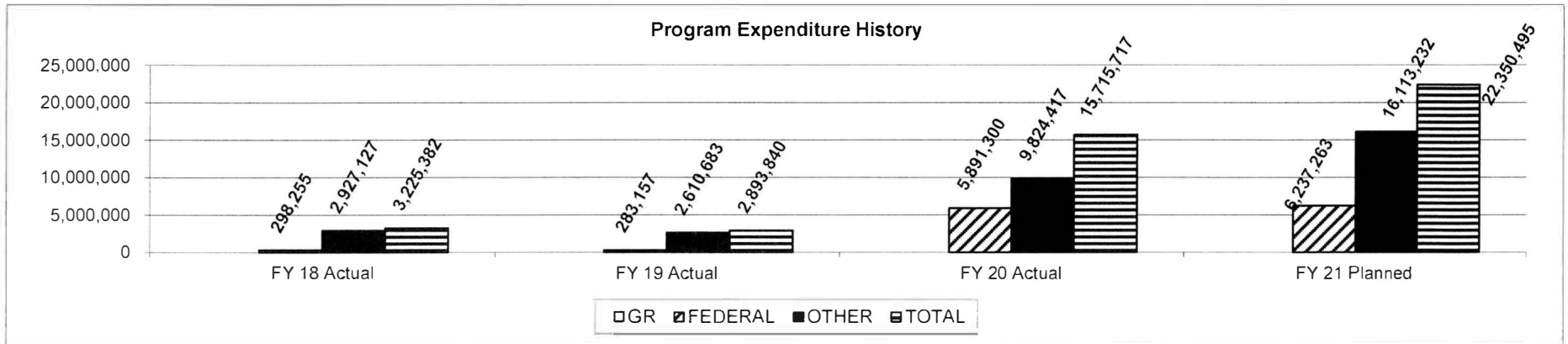
**Program Name** Federal Election Reform (Elections Administration Improvement Fund)

**Program is found in the following core budget(s):** Elections

**2d. Provide a measure(s) of the program's efficiency.**

The disbursement of federal funds to LEAs in order to minimize the time elapsing between the request of funds from the state and subsequent disbursement to the election authority.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Funds originally transferred in from General Revenue

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

HAVA Public Law and HB 511 (2003), as well as SB 592 (2018)

**6. Are there federal matching requirements? If yes, please explain.**

Yes. 5% match is required for HAVA Title II funds, as well as the Title 1 funds received in 2018 and 2020. There is also a maintenance of effort requirement for Missouri to maintain expenditures for the Elections Division for the Office of the Secretary of State at the same level or greater than for the state fiscal year ending June 30, 2000.

**7. Is this a federally mandated program? If yes, please explain.**

Yes, it is mandated by HAVA Public Law, passed by Congress in 2002.

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23143C
<b>Division</b>	Records and Archives		
<b>Core</b>	Federal Grants	<b>HB Section</b>	12.100

#### 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	9,915	0	9,915
PSD	0	40,085	0	40,085
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	9,915	0	9,915
PSD	0	40,085	0	40,085
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>50,000</b>		<b>50,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

#### 2. CORE DESCRIPTION

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification, preservation and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning of projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Local Records Program and the Missouri Historical Records Grant Program.

#### 3. PROGRAM LISTING (list programs included in this core funding)

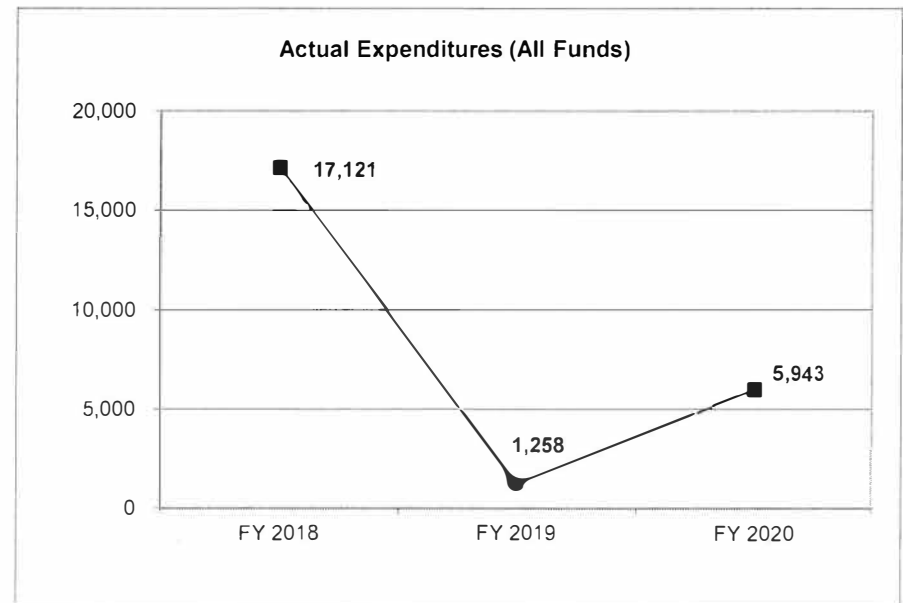
Missouri Historical Records Advisory Board (MHRAB)

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23143C
<b>Division</b>	Records and Archives		
<b>Core</b>	Federal Grants	<b>HB Section</b>	12.100

## **4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	50,000	50,000	50,000	50,000
Less Restricted (All Funds)	0	0	0	N/A
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	50,000	50,000	50,000	N/A
Actual Expenditures (All Funds)	17,121	1,258	5,943	N/A
Unexpended (All Funds)	32,879	48,742	44,057	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	32,879	48,742	44,057	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

## **NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
FEDERAL GRANTS

### 5. CORE RECONCILIATION DETAIL

				Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>										
				EE	0.00	0	2,915	0	2,915	
				PD	0.00	0	47,085	0	47,085	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>										
Core Reallocation	182	6896		EE	0.00	0	7,000	0	7,000	To align to better reflect for planned expenditures.
Core Reallocation	182	6896		PD	0.00	0	(7,000)	0	(7,000)	To align to better reflect for planned expenditures.
<b>NET DEPARTMENT CHANGES</b>					<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>										
				EE	0.00	0	9,915	0	9,915	
				PD	0.00	0	40,085	0	40,085	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>										
				EE	0.00	0	9,915	0	9,915	
				PD	0.00	0	40,085	0	40,085	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>FEDERAL GRANTS</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
SECRETARY OF STATE RECORDS-FED	5,943	0.00	2,915	0.00	9,915	0.00	9,915	0.00	
TOTAL - EE	5,943	0.00	2,915	0.00	9,915	0.00	9,915	0.00	
PROGRAM-SPECIFIC									
SECRETARY OF STATE RECORDS-FED	0	0.00	47,085	0.00	40,085	0.00	40,085	0.00	
TOTAL - PD	0	0.00	47,085	0.00	40,085	0.00	40,085	0.00	
<b>TOTAL</b>	<b>5,943</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$5,943</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL GRANTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	1,036	0.00	2,560	0.00	2,560	0.00	2,560	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
FUEL & UTILITIES	0	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL DEVELOPMENT	2,750	0.00	1	0.00	3,001	0.00	3,001	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	2,157	0.00	1	0.00	3,001	0.00	3,001	0.00
M&R SERVICES	0	0.00	1	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	0	0.00	1	0.00	1	0.00	1	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1	0.00	1	0.00	1	0.00
MISCELLANEOUS EXPENSES	0	0.00	341	0.00	1,341	0.00	1,341	0.00
<b>TOTAL - EE</b>	<b>5,943</b>	<b>0.00</b>	<b>2,915</b>	<b>0.00</b>	<b>9,915</b>	<b>0.00</b>	<b>9,915</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	47,084	0.00	40,084	0.00	40,084	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>47,085</b>	<b>0.00</b>	<b>40,085</b>	<b>0.00</b>	<b>40,085</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$5,943</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$5,943</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.100

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Federal Grants

**1a. What strategic priority does this program address?**

**1b. What does this program do?**

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification, preservation and access to all historical records in Missouri. The MHRAB is the central advisory body for strategic planning of projects relating to historic records developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) and serves as the review and award panel for grant applications submitted to the Local Records Program and the Missouri Historical Records Grant Program.

**2a. Provide an activity measure(s) for the program.**

From FY15-FY20, the MHRAB and State of Missouri, with financial assistance from the National Historical Publications and Records Commission (NHPRC), has provided both professional development and public workshops with an archival focus at venues across the state. Topics have included genealogy, records digitization, electronic records management, disaster preparedness, reference services and oral history. Total attendance for the 54 workshop offerings was 1200.

**2b. Provide a measure(s) of the program's quality.**

Many individuals attended more than one workshop, in some cases attending four or more.

**2c. Provide a measure(s) of the program's impact.**

Since FY15, the MHRAB has provided workshops for 1200 individuals from colleges/universities, historical societies, genealogical societies, local/state government, museums and religious organizations, as well as the general public.

**2d. Provide a measure(s) of the program's efficiency.**

One thousand two hundred (or ninety-three percent) of the 1285 available registrations in these 54 workshops were filled. Workshop attendance in urban areas tended to be higher.

### PROGRAM DESCRIPTION

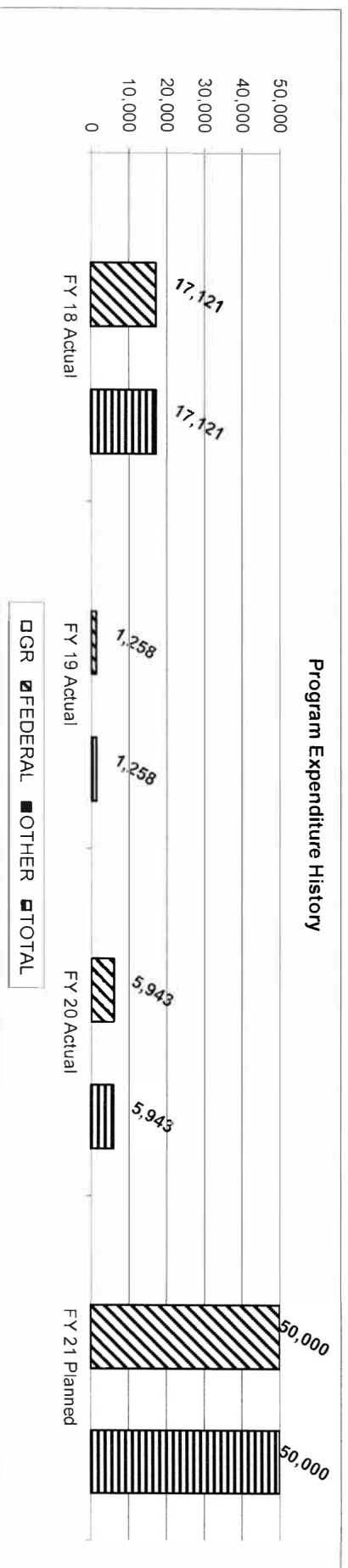
Department Secretary of State

HB Section(s): 12.100

Program Name Records and Archives

Program is found in the following core budget(s): Federal Grants

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



4. What are the sources of the "Other" funds?

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 109.221; Federal Statute, 44 USC 25; 36 CFR 1206.

6. Are there federal matching requirements? If yes, please explain.

Yes, there is a 50/50 match for NHPRC federal grants.

7. Is this a federally mandated program? If yes, please explain.

No. The federal government encourages states to have State Historical Record Advisory Boards and provides grant funding to those states who have boards.



# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23160C
<b>Division</b>	Records and Archives	<b>HB Section</b>	12.105
<b>Core</b>	Local Records Grants		

## 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Local Records Preservation (0577)

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: Local Records Preservation (0577)

## 2. CORE DESCRIPTION

Local Records Grants facilitate more secure storage of, and faster access to, records produced by local government entities (political subdivisions with taxing authority) to meet the information needs of public officials, private citizens, and general public interest. Public records security and access insures the preservation of public information of permanent intrinsic or historic value, and facilitates information access as required by state statutes, for both the record provider and the information seeker. Grant funds are available by means of dedicated user fees collected by county recorders of deeds. This fund provides financial resources beyond those of the awarded local entity to effectively maintain, manage, and preserve public records through sound records management policies and practices, archival preservation of long-term or historically significant records, as well as appropriate storage and access supplies.

## 3. PROGRAM LISTING (list programs included in this core funding)

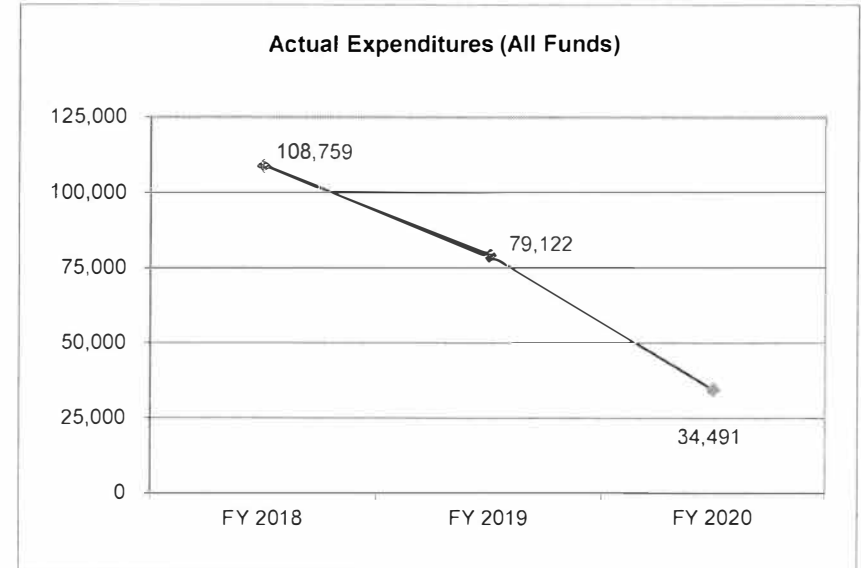
Local Records Preservation Grants

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23160C
<b>Division</b>	Records and Archives		
<b>Core</b>	Local Records Grants	<b>HB Section</b>	12.105

**4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	400,000	400,000	400,000	400,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	400,000	400,000	400,000	N/A
Actual Expenditures (All Funds)	108,759	79,122	34,491	N/A
Unexpended (All Funds)	291,241	320,878	365,509	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	291,241	320,878	365,509	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LOCAL RECORDS GRANTS

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
TAFP AFTER VETOES							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
DEPARTMENT CORE REQUEST							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LOCAL RECORDS GRANTS</b>								
<b>CORE</b>								
PROGRAM-SPECIFIC								
LOCAL RECORDS PRESERVATION	34,491	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	34,491	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>TOTAL</b>	<b>34,491</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$34,491</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LOCAL RECORDS GRANTS								
CORE								
PROGRAM DISTRIBUTIONS	34,491	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	34,491	0.00	400,000	0.00	400,000	0.00	400,000	0.00
GRAND TOTAL	\$34,491	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$34,491	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.105

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Local Records Grants

**1a. What strategic priority does this program address?**

Local Records Preservation Grants promote good records management practices and encourage local governments to actively address their recordkeeping.

**1b. What does this program do?**

Local Records Preservation Grants provide financial assistance and implementation guidance to local governments and political subdivisions with taxing authority for approved records management and/or preservation projects.

**2a. Provide an activity measure(s) for the program.**

The Local Records Preservation Grant Program has funded 1,097 grants. These include 449 grants to counties, 345 grants to cities, 277 grants to school districts, and an additional 26 grants were awarded to fire districts, water districts and other local government agencies. This total includes ongoing emergency grants made to Carter County to recover/stabilize and image records immersed in the courthouse flood of April 2017.

**2b. Provide a measure(s) of the program's quality.**

See 2a and 2c

**2c. Provide a measure(s) of the program's impact.**

The grant program provides funding, primarily, for reformatting records and improved storage. Through the program, local government records are imaged, and storage microfilm is created for storage in the Records and Archives Division microfilm vault. This is a best practice for preservation and disaster preparedness. Through FY20, 22,264 rolls of microfilm have been produced through the grant program. These rolls contain approximately 32.37 million pages of local government records.

## PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.105

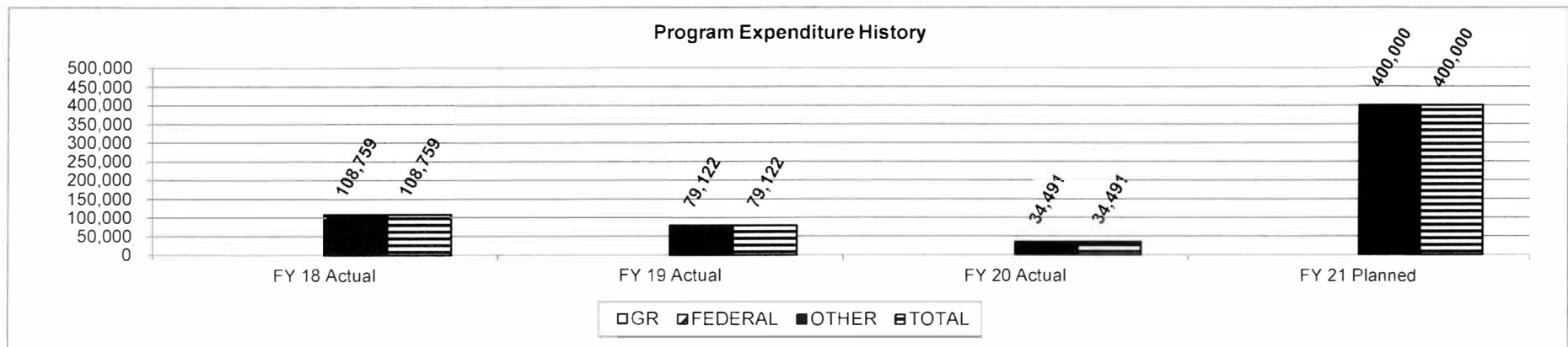
Program Name Records and Archives

Program is found in the following core budget(s): Local Records Grants

**2d. Provide a measure(s) of the program's efficiency.**

The grant program has returned 6.9 million dollars to local government for self-directed records management and preservation projects over 25 grant cycles. The average grant of \$6,300 allows grantees to undertake projects that in many cases would be cost prohibitive.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Local Records Preservation Fund (0577)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMO 59.319, 109.220

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23157C
<b>Division</b>	Records and Archives		
<b>Core</b>	Document Preservation	<b>HB Section</b>	12.110

**1. CORE FINANCIAL SUMMARY**

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	2,000	2,000
PSD	0	0	23,000	23,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Document Preservation Fund (0836)

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	2,000	2,000
PSD	0	0	23,000	23,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Document Preservation Fund (0836)

**2. CORE DESCRIPTION**

The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.

**3. PROGRAM LISTING (list programs included in this core funding)**

Document Preservation Fund

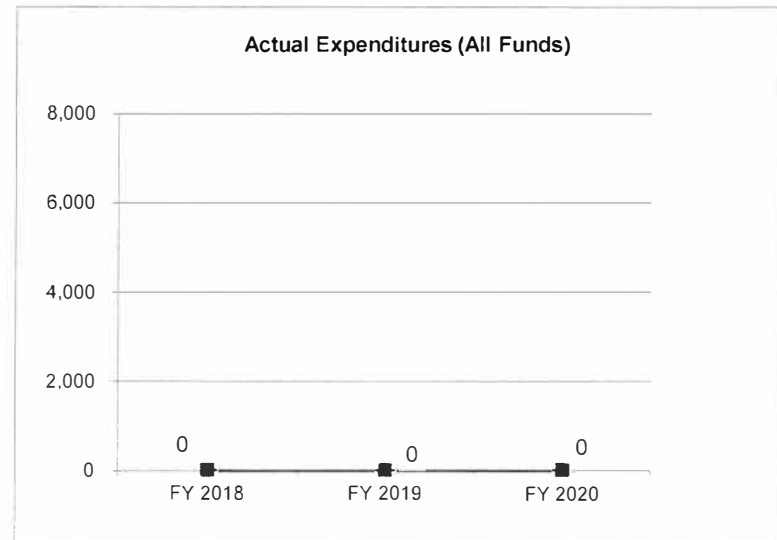


**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23157C
<b>Division</b>	Records and Archives		
<b>Core</b>	Document Preservation	<b>HB Section</b>	12.110

**4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	25,000	25,000	25,000	25,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	25,000	25,000	25,000	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	25,000	25,000	25,000	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	25,000	25,000	25,000	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

**NOTES:**

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
DOCUMENT PRESERVATION

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,000	23,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,000	23,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	2,000	2,000	
	PD	0.00	0	0	23,000	23,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>DOCUMENT PRESERVATION</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
STATE DOCUMENT PRESERVATION	0	0.00	2,000	0.00	2,000	0.00	2,000	0.00	
TOTAL - EE	0	0.00	2,000	0.00	2,000	0.00	2,000	0.00	
PROGRAM-SPECIFIC									
STATE DOCUMENT PRESERVATION	0	0.00	23,000	0.00	23,000	0.00	23,000	0.00	
TOTAL - PD	0	0.00	23,000	0.00	23,000	0.00	23,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>25,000</b>	<b>0.00</b>	<b>25,000</b>	<b>0.00</b>	<b>25,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$25,000</b>	<b>0.00</b>	<b>\$25,000</b>	<b>0.00</b>	<b>\$25,000</b>	<b>0.00</b>	

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DOCUMENT PRESERVATION</b>								
<b>CORE</b>								
PROFESSIONAL DEVELOPMENT	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
PROFESSIONAL SERVICES	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>2,000</b>	<b>0.00</b>	<b>2,000</b>	<b>0.00</b>	<b>2,000</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	22,999	0.00	22,999	0.00	22,999	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>23,000</b>	<b>0.00</b>	<b>23,000</b>	<b>0.00</b>	<b>23,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$25,000</b>	<b>0.00</b>	<b>\$25,000</b>	<b>0.00</b>	<b>\$25,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$25,000	0.00	\$25,000	0.00	\$25,000	0.00

**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** \_\_\_\_\_ 12.110

**Program Name** Records and Archives

**Program is found in the following core budget(s):** Document Preservation

**1a. What strategic priority does this program address?**

The Document Preservation Fund was created in 1996 to allow the Missouri State Archives to accept donations for the specific purpose of preserving and making available to the public documents of importance to the State of Missouri.

**1b. What does this program do?**

The State Document Preservation Fund consists of all moneys received by the Missouri State Archives from gifts, bequests, or contributions for the specific purpose of preserving legal, historical, and genealogical materials and making them available to the public. The Document Preservation Fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. Various projects include grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.

**2a. Provide an activity measure(s) for the program.**

During FY08 and FY09, funds from the Document Preservation Fund were spent making death certificates more accessible online. The effectiveness of this expenditure can be seen in the decline in physical death certificate requests from 15,455 in 2006 to almost none from 2009 to the present. More recent preservation and access projects include records for the Missouri Supreme Court, Union Veterans Home, and early Land Sales. In FY17, the photographic prints of Missouri's first state photographer, Gerald R. Massie (1911-1989), were digitized with funds from the document preservation fund for easier access.

**2b. Provide a measure(s) of the program's quality.**

See 2a and 2c.

**2c. Provide a measure(s) of the program's impact.**

In FY20, the Missouri State Archives website received 26,028,817 searches.

# PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.110

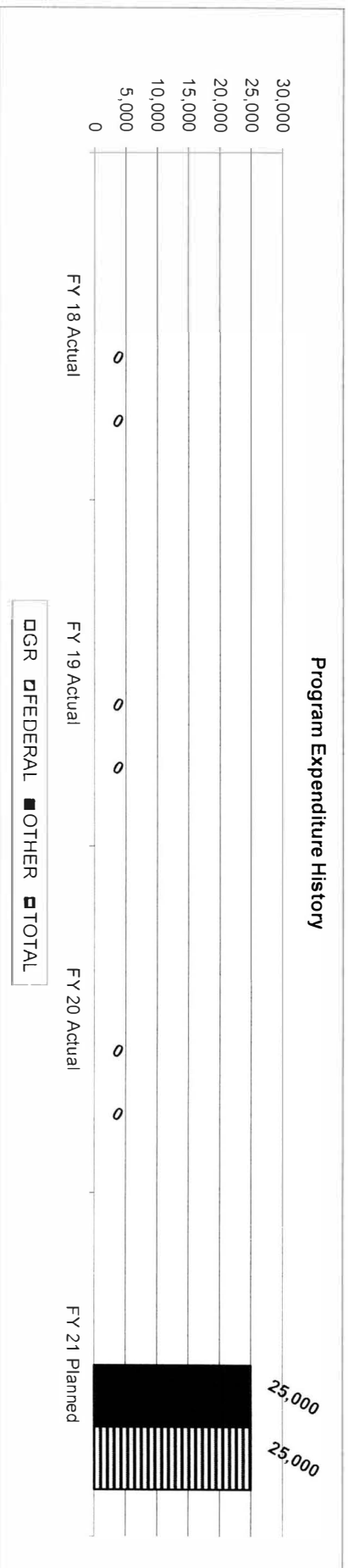
Program Name Records and Archives

Program is found in the following core budget(s): Document Preservation

2d. Provide a measure(s) of the program's efficiency.

The Missouri State Archives has been recognized by Family Tree Magazine for 17 consecutive years because of the no-cost easy access to records provided by the Missouri State Archives website.

3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



4. What are the sources of the "Other" funds?

Document Preservation (0836)

5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo 109.005

6. Are there federal matching requirements? If yes, please explain.

No

7. Is this a federally mandated program? If yes, please explain.

No

**CORE DECISION ITEM**

**Department** Secretary of State  
**Division** Library Services  
**Core** State Aid for Public Libraries

**Budget Unit** 23515C  
**HB Section** 12.115

**1. CORE FINANCIAL SUMMARY**

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,504,001	0	0	3,504,001
TRF	0	0	0	0
<b>Total</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,504,001	0	0	3,504,001
TRF	0	0	0	0
<b>Total</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. CORE DESCRIPTION**

Under the Missouri Constitution and state statutes, the General Assembly appropriates funds to support public libraries. State aid is appropriated to libraries that have a minimum voted tax or local government support equal to \$.10 per \$100 of assessed valuation. Libraries use these funds to improve information access and develop stronger library services for Missouri citizens. Funds are distributed to public libraries on a per capita basis and to libraries in less affluent counties for equalization aid, and to other public libraries for purposes compliant with RSMo 181.060.

**3. PROGRAM LISTING (list programs included in this core funding)**

State Aid to Public Libraries

# CORE DECISION ITEM

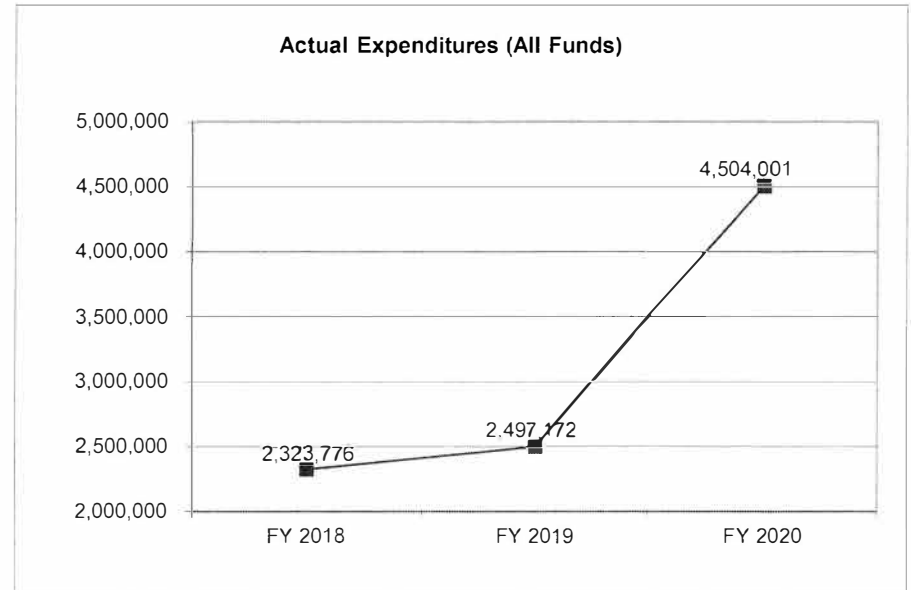
**Department** Secretary of State  
**Division** Library Services  
**Core** State Aid for Public Libraries

**Budget Unit** 23515C

**HB Section** 12.115

## 4. FINANCIAL HISTORY

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Current Yr.
Appropriation (All Funds)	2,323,776	2,323,776	4,504,001	3,504,001
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)	0	0	0	0
Budget Authority (All Funds)	2,323,776	2,323,776	4,504,001	N/A
Actual Expenditures (All Funds)	2,323,776	2,497,172	4,504,001	N/A
Unexpended (All Funds)	0	(173,396)	0	N/A
Unexpended, by Fund:				
General Revenue	0	(173,396)	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

### NOTES:

The FY20 budget includes \$1,000,000 that was paid to the Harry S Truman Library.

The FY19 expenditures include \$173,396 that was transferred from Elections Public Notice and into State Aid for Libraries, thus increasing the FY19 appropriation from \$2,323,776 to \$2,497,172. This transfer was allowed by HB12.



## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
STATE AID FOR PUBLIC LIBRARY

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	3,504,001	0	0	3,504,001	
	<b>Total</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	3,504,001	0	0	3,504,001	
	<b>Total</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	3,504,001	0	0	3,504,001	
	<b>Total</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0</b>	<b>0</b>	<b>3,504,001</b>	

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>STATE AID FOR PUBLIC LIBRARY</b>								
<b>CORE</b>								
PROGRAM-SPECIFIC								
GENERAL REVENUE	4,504,001	0.00	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00
TOTAL - PD	4,504,001	0.00	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00
<b>TOTAL</b>	<b>4,504,001</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0.00</b>	<b>3,504,001</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$4,504,001</b>	<b>0.00</b>	<b>\$3,504,001</b>	<b>0.00</b>	<b>\$3,504,001</b>	<b>0.00</b>	<b>\$3,504,001</b>	<b>0.00</b>

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
STATE AID FOR PUBLIC LIBRARY								
CORE								
PROGRAM DISTRIBUTIONS	4,504,001	0.00	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00
TOTAL - PD	4,504,001	0.00	3,504,001	0.00	3,504,001	0.00	3,504,001	0.00
GRAND TOTAL	\$4,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00
GENERAL REVENUE	\$4,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00	\$3,504,001	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.115

**Program Name** State Aid for Public Libraries

**Program is found in the following core budget(s):** State Aid for Public Libraries

### 1a. What strategic priority does this program address?

State Aid for Public Libraries makes a vital contribution to improving public library services for Missourians. The program provides funds to public libraries that meet the requirements specified in the Missouri Constitution, Article IX, Section 10 and in RSMo 181.060. Public libraries having a minimum voted tax of local government support equal to ten cents per \$100 of assessed valuation are eligible to receive funds from this program. The average tax rate is set at \$.2078.

### 1b. What does this program do?

While public libraries in Missouri are funded primarily through property taxes, this program provides funds that help bridge local variations in funding due to differences in local property valuations and voted tax rates. In large cities and small towns alike, libraries serve as community anchors and provide baseline access to government services, economic opportunity, and support for students. In many communities, public libraries provide the only no cost high speed internet access, heavily used by people seeking jobs, filling out application forms, researching business opportunities, participating in online classes, or filing their taxes. For children, public libraries support early learning and education through storytimes, summer reading programs, and help with homework. State aid funds are used for computer technology or other equipment, Internet connectivity, print and digital resources, and library staff.

State aid applications are submitted annually for review and certification by the State Librarian. Once approved, local library boards of trustees decide how to allocate these funds according to the highest local needs and priorities. The Secretary of State and the State Library provide service guidelines through the Missouri Public Library Standards. These Standards provide benchmarks for per capita income, hours of service, amount of funds to be budgeted for library collections, and guidelines for determining current and future community technology needs. Many libraries in Missouri currently struggle to meet the Missouri Public Library Standards. State aid funding provides modest support for libraries moving to meet the benchmarks.

### 2a. Provide an activity measure(s) for the program.

#### *Population Served:*

	2017	2018	2019
Eligible library districts	160	161	158
Population	5,476,272	5,483,526	5,465,381

### 2b. Provide a measure(s) of the program's quality.

Individual libraries survey their users on satisfaction with services provided. In addition, program attendance and check out statistics are collected.

### 2c. Provide a measure(s) of the program's impact.

Most Missourians recognize the value of library service, and have a library card:

	2017	2018	2019
Number of Missourians with a library card, from statistical report	3,229,988	3,177,377	3,224,011
Percent of population of library districts	58.96%	57.94%	58.90%
Total materials borrowed from libraries	58,600,906	60,048,675	59,404,667

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.115

**Program Name** State Aid for Public Libraries

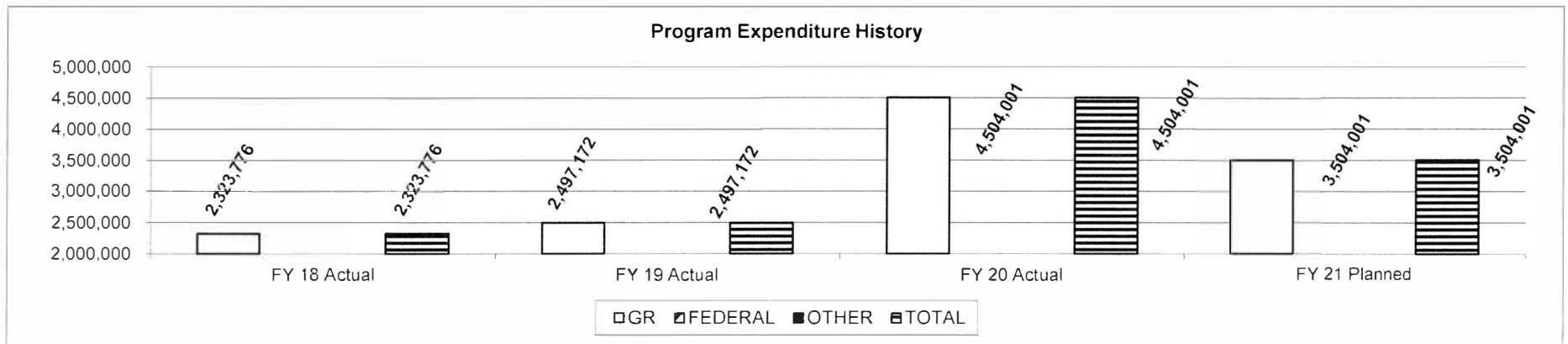
**Program is found in the following core budget(s):** State Aid for Public Libraries

**2d. Provide a measure(s) of the program's efficiency.**

Many Missourians rely on their local library for access to the Internet. Libraries provide Internet access using high speed connections at no charge for the user. This provides high quality and efficiency for the user.

	2017	2018	2019
Uses of Library-provided Computers	4,892,513	4,601,200	4,238,490
Wireless Sessions at Libraries	5,100,815	3,571,845	4,059,928

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



Please note: the FY20 budget includes \$1,000,000 that was paid to the Harry S. Truman Library.

**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo Ch. 181.060; Mo Constitution, Article IX, Section 10

**6. Are there federal matching requirements? If yes, please explain.**

Expenditures made from this appropriation are used to meet the 34% match required on the grants received from the Institute of Museum and Library Services.

**7. Is this a federally mandated program? If yes, please explain.**

No

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23520C
<b>Division</b>	Library Services		
<b>Core</b>	REAL Program	<b>HB Section</b>	12.120

#### 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	2,000,000	0	0	2,000,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	2,000,000	0	0	2,000,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

#### 2. CORE DESCRIPTION

The Remote Electronic Access for Libraries (REAL) Program provides Internet access, peripheral items, training and technical support for public libraries and licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies. The REAL Program is one of the contractual programs for the Missouri Research and Educational Network (MOREnet). MOREnet maintains a high-capacity, high speed telecommunications network in the State of Missouri.

#### 3. PROGRAM LISTING (list programs included in this core funding)

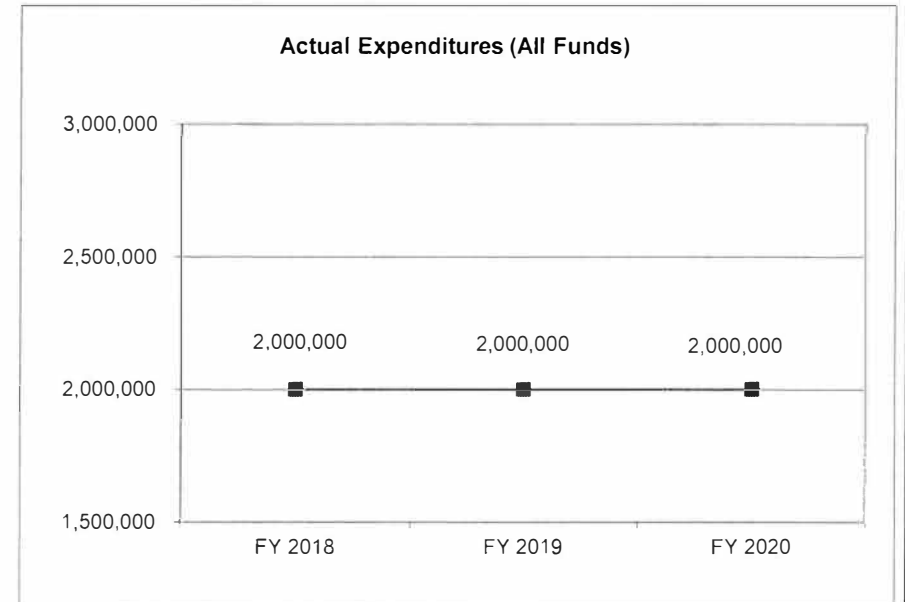
Remote Electronic Access for Libraries (REAL) Program

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23520C
<b>Division</b>	Library Services		
<b>Core</b>	REAL Program	<b>HB Section</b>	12.120

**4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	2,000,000	2,000,000	2,000,000	2,000,000
Less Reverted (All Funds)		0	0	0
Less Restricted (All Funds)	0	0	0	0
Budget Authority (All Funds)	2,000,000	2,000,000	2,000,000	N/A
Actual Expenditures (All Funds)	2,000,000	2,000,000	2,000,000	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
REAL

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	2,000,000	0	0	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	2,000,000	0	0	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	2,000,000	0	0	2,000,000	
	<b>Total</b>	<b>0.00</b>	<b>2,000,000</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	



## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<hr/>									
REAL									
CORE									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	
TOTAL - EE	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	
TOTAL	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	
<hr/>									
Restore REAL to FY15 funding - 1231002									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	1,109,250	0.00	554,625	0.00	
TOTAL - EE	0	0.00	0	0.00	1,109,250	0.00	554,625	0.00	
TOTAL	0	0.00	0	0.00	1,109,250	0.00	554,625	0.00	
<hr/>									
GRAND TOTAL	\$2,000,000	0.00	\$2,000,000	0.00	\$3,109,250	0.00	\$2,554,625	0.00	
<hr/>									

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REAL								
CORE								
PROFESSIONAL SERVICES	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
TOTAL - EE	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00	2,000,000	0.00
GRAND TOTAL	\$2,000,000	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$2,000,000	0.00
GENERAL REVENUE	\$2,000,000	0.00	\$2,000,000	0.00	\$2,000,000	0.00	\$2,000,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**HB Section(s):** 12.120

**Program Name:** Remote Electronic Access for Libraries Program (REAL)

**Program is found in the following core budget(s):** REAL Program

### 1a. What strategic priority does this program address?

To provide Missourians with expanded services for learning and equity of access to quality library resources, services and technology to support individuals' needs for education, lifelong learning, and digital literacy skills.

### 1b. What does this program do?

The REAL Program provides internet access, network security, training, technical support, and peripheral services for public libraries, as well as licensing of shared electronic reference resources available to Missouri's participating public libraries, K-12 schools, higher education institutions and state agencies.

Public libraries serve as the sole source of high speed internet access for many Missourians, especially in our rural communities. In order for Missourians to compete in an online environment for jobs and business revenue, they need a basic level of computer skills and access to internet resources. Using local library's high speed internet access, patrons access government forms, apply for jobs and receive essential online training courses. As schools continue to increase their use of electronic resources in their curricula, public libraries often provide the only means for students to complete research and online assignments outside school hours, particularly for those who have no Internet-enabled device or lack reliable or affordable Internet access at home.

Beginning in March 2020 and continuing throughout the pandemic, public libraries have served an even more essential role, enabling access to wi-fi network connectivity outside their buildings (into the parking lot), providing hot spot/mi-fi device checkout to enable Internet connectivity in homes and other remote locations and wi-fi enabled devices for patron and community use, all in support of the immediate and ongoing shift to remote learning, working and health care.

To meet the ongoing demand for Internet access to serve their local communities, the three-year average bandwidth growth across all REAL Program participating library connections is nearly 29.4%. The American Library Association (ALA) currently recommends connections of 100 megabits per second (Mbps) for libraries serving populations of 50,000 or less and 1 gigabit per second (Gbps) for libraries serving populations larger than 50,000. Today, four REAL participating library connections meets the ALA recommendations for 100 Mbps for a population of 50,000 or less.

The REAL Program appropriation includes funding for several types of database services including a general periodicals database, downloadable ebooks, K-12 research resources, genealogical and historical sources, as well as resources for health, business, and other popular research topics. These services are heavily used by all types of libraries and are also available to state agencies. Without this program, individually most public libraries and schools would be unable to afford access to electronic information resources. Those that are able to afford access would individually pay a considerably higher per capita cost for these resources, thus wasting scarce taxpayer dollars. For example, the fiscal year 2020 cost for one such statewide product license is \$667,182. If instead of a statewide license, every participating K-12 school, public library and higher education institution had to acquire its own individual license, the total combined cost to taxpayers would exceed an estimated \$10 million.

The Missouri Research and Education Network (MOREnet) offers essential technical services and maintains a high-capacity, high speed statewide telecommunications network in the State of Missouri. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**HB Section(s):** 12.120

**Program Name:** Remote Electronic Access for Libraries Program (REAL)

**Program is found in the following core budget(s):** REAL Program

### 2a. Provide an activity measure(s) for the program.

	FY 2017*	FY2018	FY 2019	FY 2020	Projected FY 2021	Projected FY 2022
Number of libraries participating	116	121	122	121	122	123
Total eligible	150	151	148	150	160	160
Percent of eligible library districts	77.3%	80.1%	82.4%	80.7%	76.3%	76.9%

\* In FY17, Centralia Public Library, Moniteau County Library and Scotland County Library cancelled all services and left the REAL Program.

### 2b. Provide a measure(s) of the program's quality.

Participants contacting MOREnet's support team for assistance receive an electronic satisfaction survey following the resolution of their issue(s). This survey asks the participant to rate performance in six areas: Timeliness of Initial Response, Subject Matter Knowledge, Effectiveness of Solution, Time to Resolution, Frequency and Clarity of Staff Communication, and Customer Service. The data shown below is averaged across all public library participants, types of assistance and areas of performance. Since FY14, 97% of respondents report they are satisfied with the service received from the help desk.

	FY 2017	FY 2018	FY 2019	FY 2020	Projected FY21	Projected FY22
Percent satisfied with help desk service	97.0%	97.2%	96.1%	98.5%	98.0%	98.0%

### 2c. Provide a measure(s) of the program's impact.

#### Electronic Resource Usage

The electronic resources provided by the REAL Program provide important reference information to residents throughout the state. Not only are these services heavily used by public libraries and the people they serve, these resources are essential to K-12 and higher education libraries and classrooms and the students they serve. Without these shared resources, most public libraries and schools will not be able to afford access to electronic information resources, and the few able to afford to pay for individual access would pay more in total.

#### Electronic Resources Usage

	FY 2017	FY 2018*	FY 2019	FY 2020	Proj FY 2021	Proj FY 2022
General Periodical/K-12 Reference Searches	65,830,663	95,384,219	98,876,824	112,555,035	115,931,686	119,409,637

\*Note changes in the way the vendor tracks usage statistics and the way member organizations configure their library automation systems and discovery services can dramatically impact how searches are counted.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**HB Section(s):** 12.120

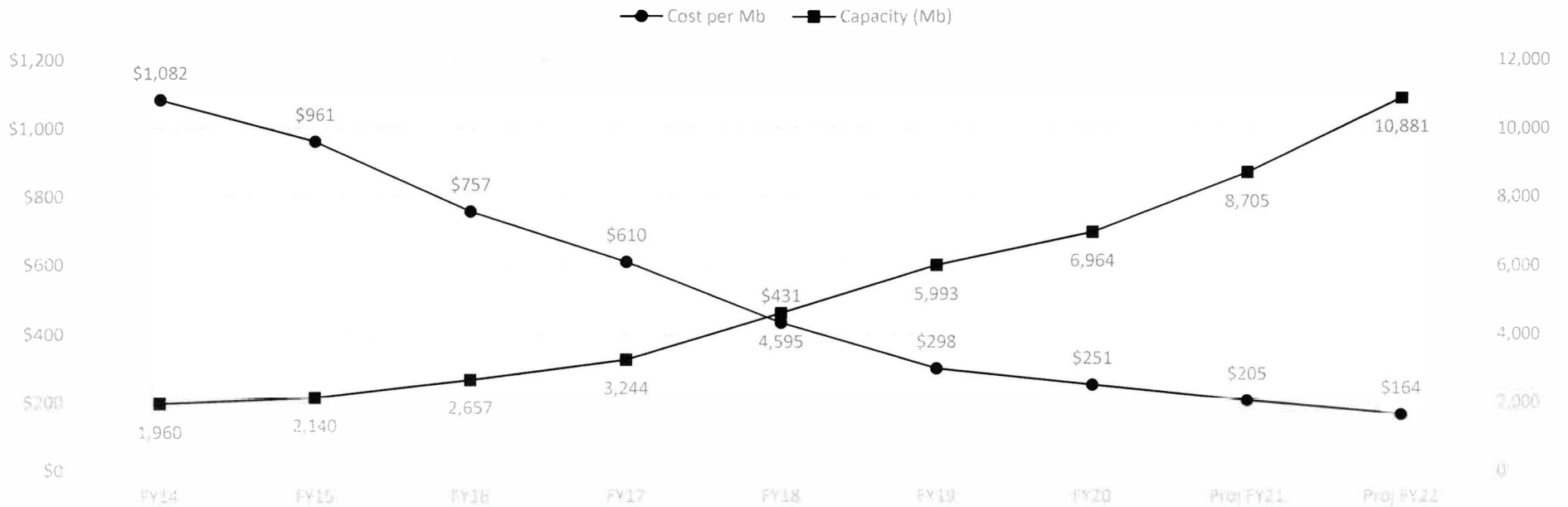
**Program Name:** Remote Electronic Access for Libraries Program (REAL)

**Program is found in the following core budget(s):** REAL Program

### 2d. Provide a measure(s) of the program's efficiency.

#### Demand Growth and Cost Efficiency: Capacity and Cost per Megabit (Mbps)

The demand for internet connectivity at public libraries continues to grow. Additional workstations, wireless devices, and greater use of electronic resources and communications by library patrons and staff continue to push demands for capacity higher and higher. By leveraging collective purchasing power, per Mb costs are lower than if each library district were to negotiate individually. In addition, the continual pursuit of additional connectivity savings has allowed REAL to meet the ongoing demand for increased bandwidth capacity with existing resources.



## PROGRAM DESCRIPTION

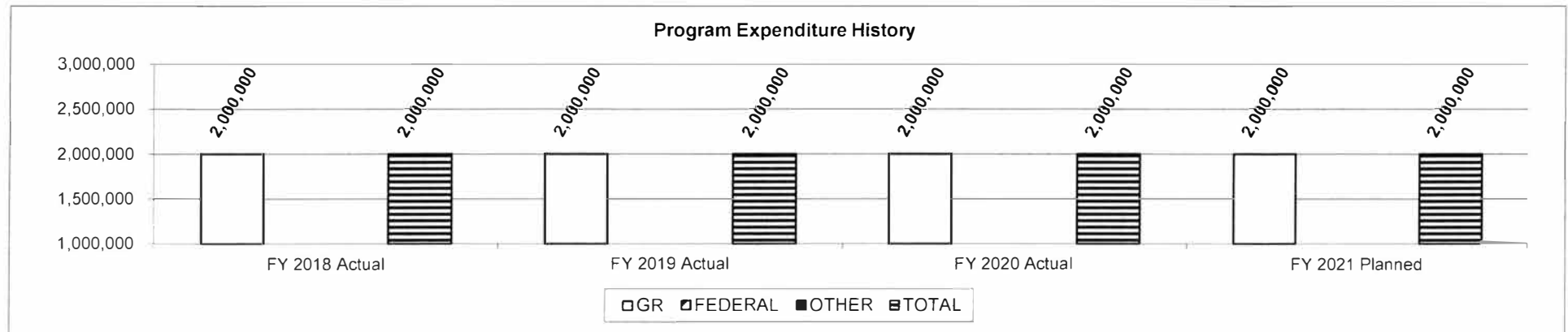
**Department:** Secretary of State

**HB Section(s):** 12.120

**Program Name:** Remote Electronic Access for Libraries Program (REAL)

**Program is found in the following core budget(s):** REAL Program

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Mo. Constitution, Article IX, Section 10  
RSMo Ch. 181

**6. Are there federal matching requirements? If yes, please explain.**

Expenditures made from this appropriation are used to meet the 34% match required on the grants received from the Institute of Museum and Library Services (IMLS).

**7. Is this a federally mandated program? If yes, please explain.**

No

**NEW DECISION ITEM**  
**RANK: 6 OF 8**

<b>Department:</b> Secretary of State	<b>Budget Unit</b> 23520C
<b>Division:</b> Library Development	
<b>DI Name:</b> REAL Program <b>DI#1231002</b>	<b>HB Section</b> 12.120

**1. AMOUNT OF REQUEST**

FY 2022 Budget Request				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	1,109,250	0	0	1,109,250
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>1,109,250</b>	<b>0</b>	<b>0</b>	<b>1,109,250</b>

FTE	0.00	0.00	0.00	0.00
-----	------	------	------	------

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

FY 2022 Governor's Recommendation				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	554,625	0	0	554,625
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>554,625</b>	<b>0</b>	<b>0</b>	<b>554,625</b>

FTE	0.00	0.00	0.00	0.00
-----	------	------	------	------

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Restore funding to FY15 level	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The REAL Program provides internet access, training, technical support, and peripheral items for public libraries, as well as licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies. In FY2015, the \$3,109,250 REAL Program budget was withheld until April 2015 when it was then fully released. For FY2016, the REAL Program funding was decreased from \$3,109,250 million to \$2 million.

**NEW DECISION ITEM**  
**RANK:** 6 **OF** 8

<b>Department:</b> Secretary of State	<b>Budget Unit</b> <u>23520C</u>
<b>Division:</b> Library Development	
<b>DI Name:</b> REAL Program <b>DI#1231002</b>	<b>HB Section</b> <u>12.120</u>

Public libraries serve as the sole source of high speed internet access for many Missourians. Public libraries provide urban and rural low-to-moderate income families the only widely available internet access and electronic resources used to gain the knowledge required to compete in an increasingly online economy. As schools increase the use of electronic resources in their curricula, public libraries often provide the only means for students to complete research when school closes and when they have no computer or internet access at home.

Due to the budget withholds in FY2015 and cuts in FY2016, public libraries have become at risk in being able to address the technology needs of the communities they serve. In order to stay abreast with technology, some public libraries have had to cut hours, staff, or programming which is also detrimental to meeting the educational, cultural, workforce, personal and social development needs of Missourians, particularly patrons with difficulty using the library and underserved rural and urban areas. The need for growth is present, but financially the libraries cannot afford to do so without the assurances of stable funding support from the State. The American Library Association (ALA) currently recommends connections of 100 megabits per second (Mbps) for libraries serving populations of 50,000 or less and 1 gigabit per second (Gbps) for libraries serving populations larger than 50,000. Today, only four REAL participating library connections meet the ALA recommendations for 100 Mbps for a population of 50,000 or less.

The REAL Program appropriation includes funding for several types of database services including a general periodicals database, downloadable ebooks, K-12 research resources, genealogical and historical sources, as well as resources for health, business, and other popular research topics. These services are heavily used by all types of libraries and are also available to state agencies.

- Funding is sought to restore funding of databases that supports K-12 and general population needs, including resources for health, business, and workforce development.

The Missouri Research and Education Network (MOREnet) offers essential technical services and maintains a high-capacity, high speed statewide telecommunications network in the State of Missouri. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet.



**NEW DECISION ITEM**  
**RANK: 6 OF 8**

<b>Department:</b> Secretary of State	<b>Budget Unit</b> 23520C
<b>Division:</b> Library Development	
<b>DI Name:</b> REAL Program <b>DI#1231002</b>	<b>HB Section</b> 12.120

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Approximately \$500,000 would be used to restore funding in support of updating the public library technology infrastructure, including increased bandwidth and network support and management. Approximately \$609,250 would be used to restore funding to the databases that support K-12, workforce development, and general population needs.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	E
							0			
							0	0.0		
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0	
							0			
							0			
Professional Services (BOBC 400)	1,109,250						1,109,250			
<b>Total EE</b>	1,109,250		0		0		1,109,250		0	
Program Distributions							0			
<b>Total PSD</b>	0		0		0		0		0	
Transfers										
<b>Total TRF</b>	0		0		0		0		0	
<b>Grand Total</b>	1,109,250	0.0	0	0.0	0	0.0	1,109,250	0.0	0	

NEW DECISION ITEM										
RANK: <u>6</u> OF <u>8</u>										
Department: Secretary of State					Budget Unit <u>23520C</u>					
Division: Library Development										
DI Name: REAL Program <u>DI#1231002</u>					HB Section <u>12.120</u>					
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS	E
							0			
							0	0.0		
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0	
Professional Services (BOBC 400)	554,625						0			
Total EE	554,625		0		0		554,625		0	
Program Distributions							0			
Total PSD	0		0		0		0		0	
Transfers							0			
Total TRF	0		0		0		0		0	
Grand Total	554,625	0.0	0	0.0	0	0.0	554,625	0.0	0	

**6. PERFORMANCE MEASURES** (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

6a. Provide an activity measure(s) for the program.

Number of clients/individuals served:

	FY 2019	FY 2020	Projected FY 2021	Projected FY 2022
Participating Libraries	122	121	122	123
Total Eligible	148	150	160	160
Percentage	82.4%	80.7%	76.3%	76.9%

**NEW DECISION ITEM**  
**RANK:** 6 **OF** 8

<b>Department:</b> Secretary of State	<b>Budget Unit</b> <u>23520C</u>
<b>Division:</b> Library Development	
<b>DI Name:</b> REAL Program <b>DI#1231002</b>	<b>HB Section</b> <u>12.120</u>

**6b. Provide a measure(s) of the program's quality.**

All participants contacting the support team for assistance receive an electronic satisfaction survey following the resolution of their issue(s). This survey asks the participant to rate performance in five areas: Staff Knowledge, Effectiveness of Solution, Timeliness of Resolution, Staff Communication, and Courteous Service. Responses across all public library participants, types of assistance and areas of performance show that 98.5% of survey respondents are satisfied with the overall service offerings from MOREnet.

**6c. Provide a measure(s) of the program's impact.**

Growth and dependability in the public library technology infrastructure will be monitored.

Usage statistics on statewide electronic resources will be tracked.

**6d. Provide a measure(s) of the program's efficiency.**

Demand Growth and Cost Efficiency: Capacity and Cost per Megabit (Mbps) The demand for internet connectivity at public libraries continues to grow. Additional workstations and greater use of electronic resources and communications by library patrons and staff continue to push demands for capacity higher. By leveraging collective purchasing power, per Mb costs are lower than if each library district were to negotiate individually. In addition, the continual pursuit of additional connectivity savings has allowed the REAL Program to meet the continuing demand for additional capacity with existing resources.

Online Resources: Effective Use of Funds: Online resources are heavily used by all types of libraries, and are also available to state agencies. A statewide purchase of online resources ensures equitable access to information resources throughout the state. If libraries, schools, and academic institutions had to purchase these resources individually, they would pay a considerably higher per capita cost making it impossible for smaller institutions to provide access to the collections. For example, one statewide product license fee was \$657,322 in FY18. If every K-12 school, public library and higher education institution acquired its own individual license, the total cost to taxpayers would have exceeded an estimated \$10 million.

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

- Bandwidth usage will be monitored and upgrades completed as needed to ensure capacity meets demand.
- Public libraries that left the REAL Program in FY15 and libraries that meet the standard to be State Aid recipients and have never belonged to the REAL Program will be encouraged to become members in order to provide access to the online resources in their communities.
- Usage of statewide online resources will be monitored.

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>REAL</b>								
Restore REAL to FY15 funding - 1231002								
PROFESSIONAL SERVICES	0	0.00	0	0.00	1,109,250	0.00	554,625	0.00
TOTAL - EE	0	0.00	0	0.00	1,109,250	0.00	554,625	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$1,109,250	0.00	\$554,625	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$1,109,250	0.00	\$554,625	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23722C
<b>Division</b>	Library Services		
<b>Core</b>	Federal Aid to Public Libraries	<b>HB Section</b>	12.125

## 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	871,508	0	871,508
PSD	0	3,253,492	0	3,253,492
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>

FTE 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	871,508	0	871,508
PSD	0	3,253,492	0	3,253,492
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>

FTE 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The purpose of the Library Services and Technology Act Fund (LSTA) is to promote literacy, education and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills and digital literacy skills. This implements the Missouri State Library's long-range plan to use federal funds to develop stronger library services.

## 3. PROGRAM LISTING (list programs included in this core funding)

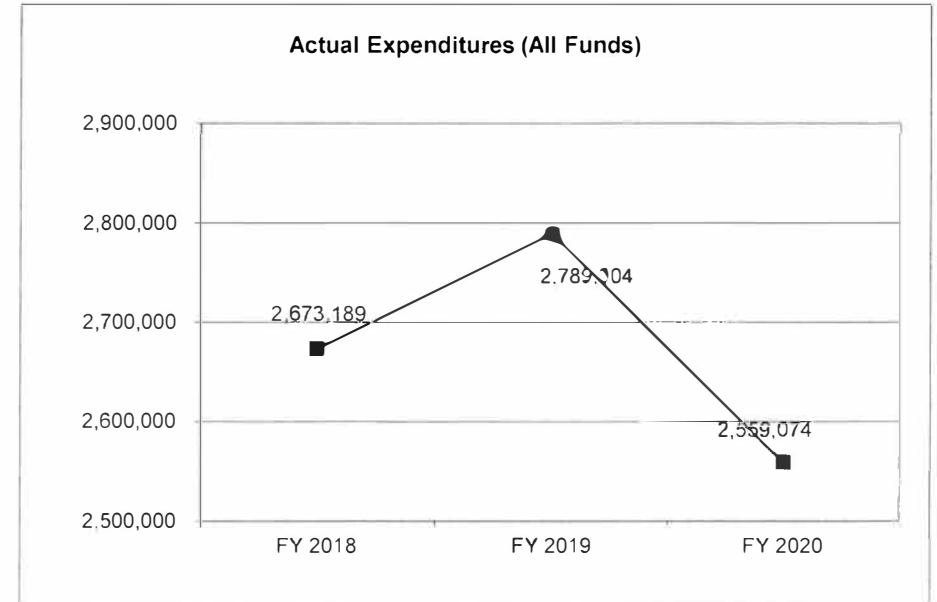
Federal Aid for Public Libraries

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23722C
<b>Division</b>	Library Services		
<b>Core</b>	Federal Aid to Public Libraries	<b>HB Section</b>	12.125

## 4. FINANCIAL HISTORY

	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Current Yr.
Appropriation (All Funds)	4,125,000	4,125,000	4,125,000	4,125,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	4,125,000	4,125,000	4,125,000	N/A
Actual Expenditures (All Funds)	2,673,189	2,789,304	2,559,074	N/A
Unexpended (All Funds)	1,451,811	1,335,696	1,565,926	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	1,451,811	1,335,696	1,565,926	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

### NOTES:

LSTA funds may be spent over a two-year period. Sufficient appropriation authority is needed to allow for fund management during periods when funds are encumbered from two grant allocations.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
FEDERAL AID FOR PUBLIC LIBRAR

### 5. CORE RECONCILIATION DETAIL

				Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>										
				EE	0.00	0	831,508	0	831,508	
				PD	0.00	0	4,043,492	0	4,043,492	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>4,875,000</b>	<b>0</b>	<b>4,875,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>										
1x Expenditures	50	6898		PD	0.00	0	(750,000)	0	(750,000)	
Core Reallocation	184	4199		EE	0.00	0	40,000	0	40,000	To align to better reflect for planned expenditures.
Core Reallocation	184	4199		PD	0.00	0	(40,000)	0	(40,000)	To align to better reflect for planned expenditures.
<b>NET DEPARTMENT CHANGES</b>					<b>0.00</b>	<b>0</b>	<b>(750,000)</b>	<b>0</b>	<b>(750,000)</b>	
<b>DEPARTMENT CORE REQUEST</b>										
				EE	0.00	0	871,508	0	871,508	
				PD	0.00	0	3,253,492	0	3,253,492	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>										
				EE	0.00	0	871,508	0	871,508	
				PD	0.00	0	3,253,492	0	3,253,492	
				<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>4,125,000</b>	<b>0</b>	<b>4,125,000</b>	

## DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL AID FOR PUBLIC LIBRAR</b>								
<b>CORE</b>								
EXPENSE & EQUIPMENT								
SEC OF STATE-FEDERAL FUNDS	771,332	0.00	831,508	0.00	871,508	0.00	871,508	0.00
TOTAL - EE	771,332	0.00	831,508	0.00	871,508	0.00	871,508	0.00
PROGRAM-SPECIFIC								
SEC OF STATE-FEDERAL FUNDS	1,787,742	0.00	3,293,492	0.00	3,253,492	0.00	3,253,492	0.00
SOS FEDERAL STIMULUS	0	0.00	750,000	0.00	0	0.00	0	0.00
TOTAL - PD	1,787,742	0.00	4,043,492	0.00	3,253,492	0.00	3,253,492	0.00
<b>TOTAL</b>	<b>2,559,074</b>	<b>0.00</b>	<b>4,875,000</b>	<b>0.00</b>	<b>4,125,000</b>	<b>0.00</b>	<b>4,125,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,559,074</b>	<b>0.00</b>	<b>\$4,875,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>



# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL AID FOR PUBLIC LIBRAR</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	12,000	0.00	12,000	0.00	12,000	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	30,206	0.00	38,000	0.00	38,000	0.00	38,000	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	45,000	0.00	45,000	0.00	45,000	0.00
COMMUNICATION SERV & SUPP	0	0.00	1	0.00	1	0.00	1	0.00
PROFESSIONAL SERVICES	710,579	0.00	724,299	0.00	724,299	0.00	724,299	0.00
M&R SERVICES	30,047	0.00	1	0.00	30,001	0.00	30,001	0.00
COMPUTER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	1	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1	0.00	1	0.00	1	0.00
BUILDING LEASE PAYMENTS	500	0.00	1,000	0.00	1,000	0.00	1,000	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,201	0.00	1,201	0.00	1,201	0.00
MISCELLANEOUS EXPENSES	0	0.00	10,000	0.00	20,000	0.00	20,000	0.00
<b>TOTAL - EE</b>	<b>771,332</b>	<b>0.00</b>	<b>831,508</b>	<b>0.00</b>	<b>871,508</b>	<b>0.00</b>	<b>871,508</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	1,787,742	0.00	4,043,491	0.00	3,253,491	0.00	3,253,491	0.00
REFUNDS	0	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>1,787,742</b>	<b>0.00</b>	<b>4,043,492</b>	<b>0.00</b>	<b>3,253,492</b>	<b>0.00</b>	<b>3,253,492</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,559,074</b>	<b>0.00</b>	<b>\$4,875,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$2,559,074</b>	<b>0.00</b>	<b>\$4,875,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>	<b>\$4,125,000</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.125

**Program Name** Federal Aid for Public Libraries

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**1a. What strategic priority does this program address?**

The purpose of the Library Services and Technology Act Fund (LSTA) is to promote literacy, education and lifelong learning and to enhance and expand the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills and digital literacy skills.

**1b. What does this program do?**

The Missouri State Library is the State Library Administrative Agency for LSTA funds awarded annually to Missouri. Based on needs identified by Missouri libraries and a formal evaluation of the 2013-2017 State Five Year Plan, approved by the Institute of Museum and Library Services (IMLS), the federal agency which administers the LSTA funds, the Missouri State Library developed a Five Year Plan for 2018-2022. As required, the Plan was reviewed and approved by IMLS.

To implement the 2018-2022 Five Year Plan, the Missouri State Library developed programs to:

1. Build and sustain information resources
2. Target library and information services
3. Strengthen the library workforce

**2a. Provide an activity measure(s) for the program.**

***Number and grant award amounts to local libraries:***

	FY2017	FY2018	FY2019	FY2020
Local Library Project Grants	155	180	188	194
Amount Awarded	\$1,492,681	\$1,536,298	\$1,521,036	\$1,907,719

***Statewide early literacy initiative:***

	FY2017	FY2018	FY2019	FY2020
Participating public libraries	110	117	119	125
Library Service Population	5,142,957	5,212,597	5,127,976	5,237,260

**2b. Provide a measure(s) of the program's quality.**

Library staff consistently give high ratings to training provided. Survey results from the annual continuing education survey show that CE training events are perceived by most participants as being an effective tool for increasing understanding of new library practices and procedures. Furthermore, most participants report sharing information with other staff and applying what they have learned to programming and services.

## PROGRAM DESCRIPTION

**Department** Secretary of State  
**Program Name** Federal Aid for Public Libraries  
**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**HB Section(s):** 12.125

	FY2018	FY2019	FY2020
Training sessions**	150	130	187
Attendance	4,054	2,932	69,270

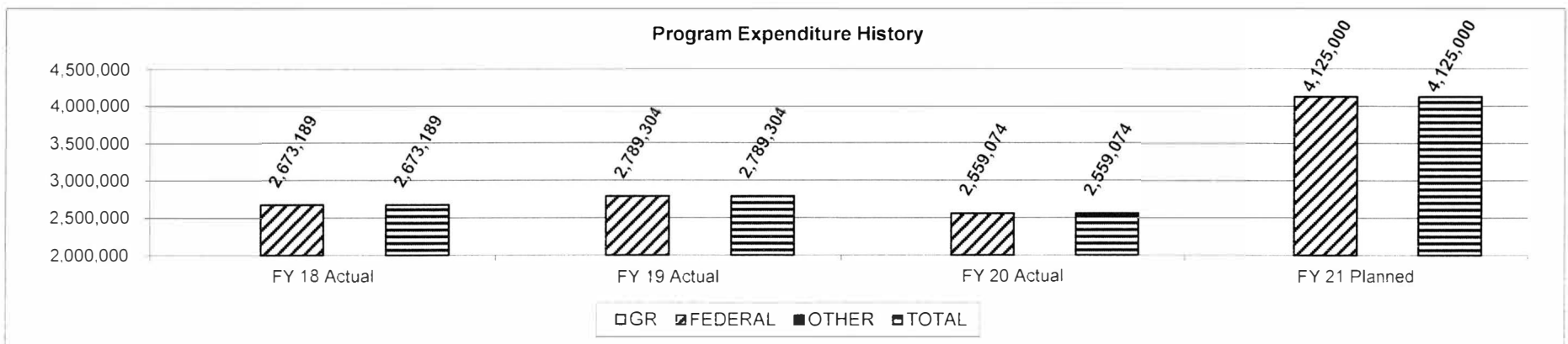
### 2c. Provide a measure(s) of the program's impact.

All grant applications require detailed evaluation plans. For state FY20, 194 of 219 grant applications were awarded LSTA funding. This indicates most libraries submitting applications were able to follow grant guidelines and propose projects that met requirements for appropriate use of funds in their communities. Grantees are required to report impact of their individual projects and describe how services are improved through acquisition of up-to-date technology or programs to reach populations with difficulty using libraries due to transportation or other barriers.

### 2d. Provide a measure(s) of the program's efficiency.

The independent evaluator of Missouri's LSTA FY2013-2017 Plan stated: "In the opinion of the evaluators, the Missouri State Library has, using the measure of leveraging a small amount of money to accomplish major results by strategically deploying funds, accomplished a great deal by very methodically and effectively carrying out the specific goals contained in its five-year LSTA Plan for 2013 – 2017. In the evaluators' considerable experience, few, if any, states have been as diligent in the implementation of their five-year plans. Furthermore, having worked with several dozen states on LSTA evaluations over the course of more than a decade, in our opinion, Missouri is exemplary in its management of a large and complex sub-grant program. The Missouri State Library has done what it said it would do in its five-year Plan and the state library agency's tracking of the outcome targets contained in the Plan is second to none."

### 3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



**PROGRAM DESCRIPTION**

**Department** Secretary of State

**HB Section(s):** 12.125

**Program Name** Federal Aid for Public Libraries

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**4. What are the sources of the "Other " funds?**

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Library Services and Technology Act; Public Law 104-208 as amended

**6. Are there federal matching requirements? If yes, please explain.**

Yes, states must provide a 34% match in general revenue funding. States are also required to maintain their level of effort of expenditures for libraries purposes, as calculated over a 3-year average.

**7. Is this a federally mandated program? If yes, please explain.**

All states receive funds under The Museum and Library Services Act of 2010. Funds are calculated by formula under the law and awarded to the states through the IMLS Grants to States Program.

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23728C
<b>Division</b>	Library Services		
<b>Core</b>	Library Networking Fund Transfer	<b>HB Section</b>	12.135

#### 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	800,000	0	0	800,000
<b>Total</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	800,000	0	0	800,000
<b>Total</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

#### 2. CORE DESCRIPTION

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers shall be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

#### 3. PROGRAM LISTING (list programs included in this core funding)

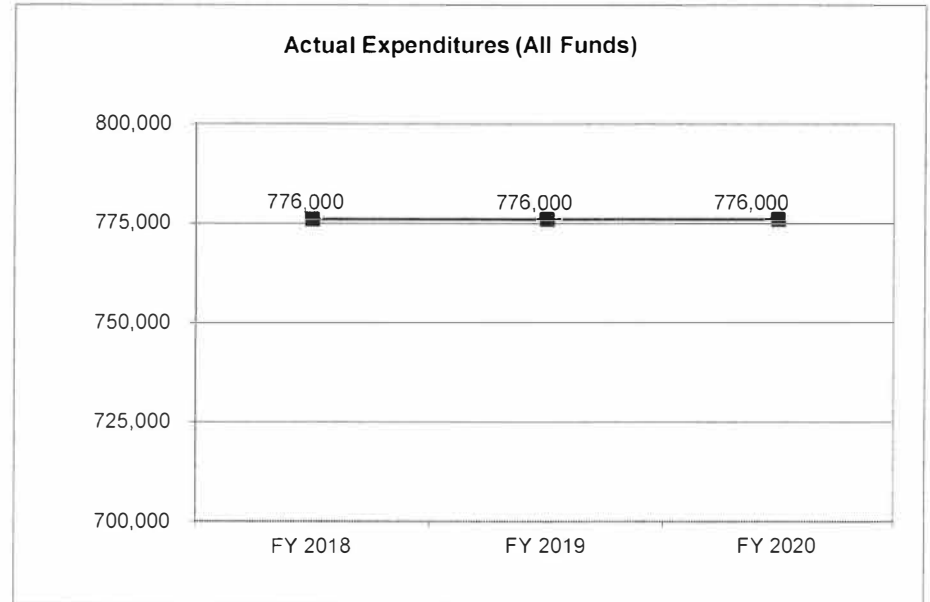
Library Networking Fund

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23728C
<b>Division</b>	Library Services		
<b>Core</b>	Library Networking Fund Transfer	<b>HB Section</b>	12.135

## **4. FINANCIAL HISTORY**

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	800,000	800,000	800,000	800,000
Less Reverted (All Funds)	(24,000)	(24,000)	(24,000)	(24,000)
Less Restricted (All Funds)	0	0	0	0
Budget Authority (All Funds)	776,000	776,000	776,000	N/A
Actual Expenditures (All Funds)	776,000	776,000	776,000	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

## **NOTES:**

New Decision requests for 10% of estimated A & E tax collections were made in FY17, FY18, FY19, and FY20. In FY18, FY19, and FY20, \$800,000 was appropriated and \$776,000 distributed to public libraries with \$24,000 held as a 3 percent reserve. There is currently a 3% reserve hold on the FY21 transfer.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LIBRARY NETWORKING-TRANSFER

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	TRF	0.00	800,000	0	0	800,000	
	<b>Total</b>	<b>0.00</b>	<b>800,000</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>LIBRARY NETWORKING-TRANSFER</b>									
<b>CORE</b>									
FUND TRANSFERS									
GENERAL REVENUE	776,000	0.00	800,000	0.00	800,000	0.00	800,000	0.00	
TOTAL - TRF	776,000	0.00	800,000	0.00	800,000	0.00	800,000	0.00	
<b>TOTAL</b>	<b>776,000</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>	<b>800,000</b>	<b>0.00</b>	
<b>Increase trnsfr to Lib Network - 1231003</b>									
FUND TRANSFERS									
GENERAL REVENUE	0	0.00	0	0.00	2,840,000	0.00	0	0.00	
TOTAL - TRF	0	0.00	0	0.00	2,840,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,840,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$776,000</b>	<b>0.00</b>	<b>\$800,000</b>	<b>0.00</b>	<b>\$3,640,000</b>	<b>0.00</b>	<b>\$800,000</b>	<b>0.00</b>	



# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LIBRARY NETWORKING-TRANSFER								
CORE								
TRANSFERS OUT	776,000	0.00	800,000	0.00	800,000	0.00	800,000	0.00
TOTAL - TRF	776,000	0.00	800,000	0.00	800,000	0.00	800,000	0.00
GRAND TOTAL	\$776,000	0.00	\$800,000	0.00	\$800,000	0.00	\$800,000	0.00
GENERAL REVENUE	\$776,000	0.00	\$800,000	0.00	\$800,000	0.00	\$800,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.135

**Program Name** Library Networking Fund Transfer

**Program is found in the following core budget(s):** Library Networking Fund Transfer

**1a. What strategic priority does this program address?**

This program provides funds to Missouri public libraries and is to be used to purchase materials for the library collections. The materials purchased can be for adult, teens and children and can be in print, audio, visual or electronic format.

**1b. What does this program do?**

State statute (143.183 RSMo) requires the transfer of ten percent of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials, adding to the funding used to meet Missourians' need for accurate and reliable information from libraries. In addition to this transfer, monies received from gifts, contributions, grants or bequests from federal, private or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift or grant. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**2a. Provide an activity measure(s) for the program.**

***Libraries Served:***

	2017	2018	2019
Eligible library districts	160	161	158
Population	5,476,272	5,483,526	5,465,381

**2b. Provide a measure(s) of the program's quality.**

Individual libraries survey their users on satisfaction with services provided.

**2c. Provide a measure(s) of the program's impact.**

***Materials circulated:***

	2017	2018	2019
Total materials circulated, per statistical report	58,600,906	60,048,675	59,404,667
Materials circulated per person	10.70	10.95	10.87

# PROGRAM DESCRIPTION

Department Secretary of State HB Section(s): 12.135

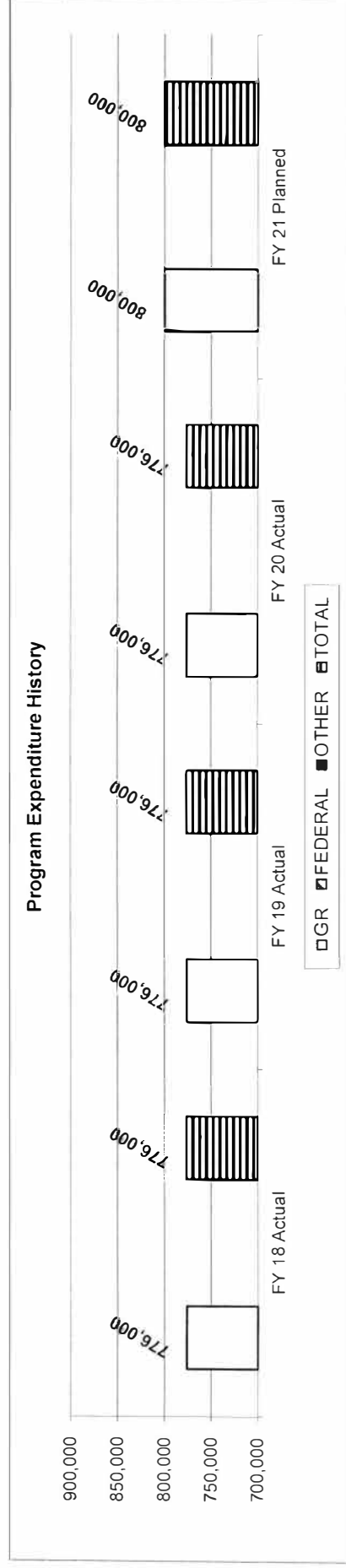
Program Name Library Networking Fund Transfer

Program is found in the following core budget(s): Library Networking Fund Transfer

## 2d. Provide a measure(s) of the program's efficiency.

Research studies show that children and teens who read over the summer months suffer less learning loss. These funds allow libraries to boost the availability of appealing reading materials for youth. Electronic books (eBooks) have helped libraries increase their circulation totals. Increasing the number of e-titles a library has helps it serve their entire community and reach new library users. Students and adults find accurate, reliable information in their local libraries. Information in rapidly changing fields such as health and consumer information is accessed to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens.

## 3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)



## 4. What are the sources of the "Other " funds?

## 5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Sections 143.182 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 181.021 RSMo (State Library)

## 6. Are there federal matching requirements? If yes, please explain.

No

## 7. Is this a federally mandated program? If yes, please explain.

No

NEW DECISION ITEM  
RANK: 7 OF 8

**Department** Secretary of State  
**Division** Library Development  
**DI Name** Library Networking Fund Transfer Increase **DI#**1231003

**Budget Unit** 23728C  
**HB Section** 12.135

**1. AMOUNT OF REQUEST**

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	2,840,000	0	0	2,840,000
<b>Total</b>	<b>2,840,000</b>	<b>0</b>	<b>0</b>	<b>2,840,000</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

	FY 2022 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Restoration of Statutory Program	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizen needs for accurate and reliable information.

The increase requested is based on the FY22 estimated receipts the Missouri Department of Revenue anticipates receiving from the tax on nonresident out-of-state athletes and entertainers.

**NEW DECISION ITEM**

RANK: 7 OF 8

<b>Department</b> Secretary of State	<b>Budget Unit</b> 23728C
<b>Division</b> Library Development	
<b>DI Name</b> Library Networking Fund Transfer Increase <b>DI#1231003</b>	<b>HB Section</b> 12.135

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Each year the Department of Revenue (DOR) is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is due to estimated receipts from the tax on nonresident out-of-state athletes and entertainers. The FY21 appropriation is \$800,000. DOR has estimated FY22 revenues to be \$36.4 million; therefore, the amount that should be transferred is \$3,640,000 (10% of the receipts). The new decision item is the difference between the core and the amount that needs to be transferred.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	E
							0			
							0	0.0		
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0	
							0			
							0			
							0			
<b>Total EE</b>	0		0		0		0		0	
Program Distributions							0			
<b>Total PSD</b>	0		0		0		0		0	
Transfers	2,840,000						2,840,000			
<b>Total TRF</b>	2,840,000		0		0		2,840,000		0	
<b>Grand Total</b>	2,840,000	0.0	0	0.0	0	0.0	2,840,000	0.0	0	

**NEW DECISION ITEM**  
**RANK: 7 OF 8**

<b>Department</b> Secretary of State				<b>Budget Unit</b> 23728C	
<b>Division</b> Library Development					
<b>DI Name</b> Library Networking Fund Transfer Increase		<b>DI#1231003</b>		<b>HB Section</b> 12.135	

**NEW DECISION ITEM**  
**RANK:** 7 **OF** 8

<b>Department</b> <u>Secretary of State</u>	<b>Budget Unit</b> <u>23728C</u>
<b>Division</b> <u>Library Development</u>	
<b>DI Name</b> <u>Library Networking Fund Transfer Increase</u> <b>DI#</b> <u>1231003</u>	<b>HB Section</b> <u>12.135</u>

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an activity measure(s) for the program.**

***Individuals Served:***

5,465,381 residents in Missouri's 158 library districts.

**6b. Provide a measure(s) of the program's quality.**

Individual libraries survey their users on satisfaction with services provided.

**6c. Provide a measure(s) of the program's impact.**

Summer reading has been proven to decrease loss of reading skills by children during the summer break. In 2019, 164,667 children and teens participated in summer reading programs through their public libraries.

**6d. Provide a measure(s) of the program's efficiency.**

***Library Cardholders and Materials Circulated***

	2017	2018	2019
<b>Missouri Library Cardholders</b>	3,229,988	3,177,377	3,224,011
<b>Materials Borrowed from Libraries</b>	58,600,906	60,048,675	59,404,667

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures and usage of library collections are tracked and will be used in comparison with historical data to gauge effectiveness. Participation in youth summer reading programs is promoted, and participation is tracked statewide.

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIBRARY NETWORKING-TRANSFER</b>								
Increase trnsfr to Lib Network - 1231003								
TRANSFERS OUT	0	0.00	0	0.00	2,840,000	0.00	0	0.00
TOTAL - TRF	0	0.00	0	0.00	2,840,000	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$2,840,000</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$2,840,000	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00



### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core</b>	Library Networking Fund	<b>HB Section</b>	12.130

#### 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	25,001	25,001
PSD	0	0	1,084,999	1,084,999
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Library Networking Fund (0822)

	FY 2022 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	25,001	25,001
PSD	0	0	1,084,999	1,084,999
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Library Networking Fund (0822)

#### 2. CORE DESCRIPTION

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers shall be transferred to the Library Networking Fund for distribution to public libraries for purchase of library materials to meet Missouri citizens' needs for accurate and reliable information (143.183 RSMo). Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift. Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

#### 3. PROGRAM LISTING (list programs included in this core funding)

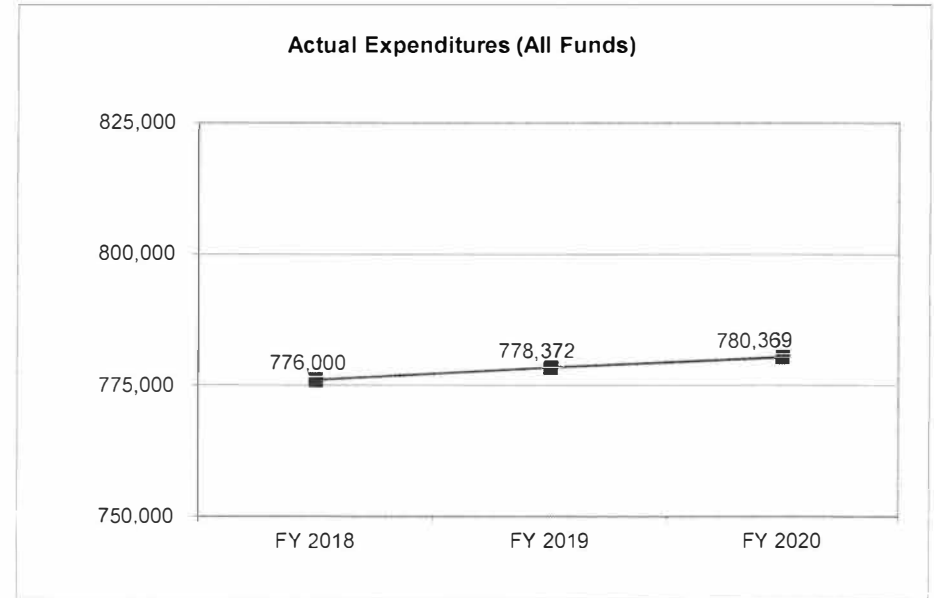
Library Networking Fund

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core</b>	Library Networking Fund	<b>HB Section</b>	12.130

## 4. FINANCIAL HISTORY

	<b>FY 2018 Actual</b>	<b>FY 2019 Actual</b>	<b>FY 2020 Actual</b>	<b>FY 2021 Current Yr.</b>
Appropriation (All Funds)	1,110,000	1,110,000	1,110,000	1,110,000
Less Reverted (All Funds)	0	0	0	N/A
Less Restricted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1,110,000	1,110,000	1,110,000	N/A
Actual Expenditures (All Funds)	776,000	778,372	780,369	N/A
Unexpended (All Funds)	334,000	331,628	329,631	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	334,000	331,628	329,631	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).

Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

## NOTES:

New Decision Item Requests are completed each fiscal year for 10% of estimated A & E tax collections, for both the Library Networking Fund and the Transfer into the Library Networking Fund. Payments are made to assist public libraries to the extent of the appropriated amount and accrued interest.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
LIBRARY NETWORKING FUND

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,084,999	1,084,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,084,999	1,084,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	25,001	25,001	
	PD	0.00	0	0	1,084,999	1,084,999	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>1,110,000</b>	<b>1,110,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>LIBRARY NETWORKING FUND</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
LIBRARY NETWORKING FUND	0	0.00	25,001	0.00	25,001	0.00	25,001	0.00	
TOTAL - EE	0	0.00	25,001	0.00	25,001	0.00	25,001	0.00	
PROGRAM-SPECIFIC									
LIBRARY NETWORKING FUND	780,369	0.00	1,084,999	0.00	1,084,999	0.00	1,084,999	0.00	
TOTAL - PD	780,369	0.00	1,084,999	0.00	1,084,999	0.00	1,084,999	0.00	
<b>TOTAL</b>	<b>780,369</b>	<b>0.00</b>	<b>1,110,000</b>	<b>0.00</b>	<b>1,110,000</b>	<b>0.00</b>	<b>1,110,000</b>	<b>0.00</b>	
<b>Increase Library Networking - 1231004</b>									
PROGRAM-SPECIFIC									
LIBRARY NETWORKING FUND	0	0.00	0	0.00	2,630,000	0.00	0	0.00	
TOTAL - PD	0	0.00	0	0.00	2,630,000	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,630,000</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$780,369</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	<b>\$3,740,000</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	

1/27/21 15:18

im\_disummary

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIBRARY NETWORKING FUND</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
TRAVEL, OUT-OF-STATE	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
SUPPLIES	0	0.00	1,501	0.00	1,501	0.00	1,501	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
COMMUNICATION SERV & SUPP	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
PROFESSIONAL SERVICES	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
M&R SERVICES	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
COMPUTER EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
MOTORIZED EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
OFFICE EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
OTHER EQUIPMENT	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
PROPERTY & IMPROVEMENTS	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,500	0.00	1,500	0.00	1,500	0.00
MISCELLANEOUS EXPENSES	0	0.00	5,500	0.00	5,500	0.00	5,500	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>	<b>25,001</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	780,369	0.00	1,084,999	0.00	1,084,999	0.00	1,084,999	0.00
<b>TOTAL - PD</b>	<b>780,369</b>	<b>0.00</b>	<b>1,084,999</b>	<b>0.00</b>	<b>1,084,999</b>	<b>0.00</b>	<b>1,084,999</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$780,369</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$780,369</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>	<b>\$1,110,000</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.130

Program Name Library Networking Fund

Program is found in the following core budget(s): Library Networking Fund

### 1a. What strategic priority does this program address?

This program provides funds to Missouri public libraries for materials in any format to meet citizens' needs.

### 1b. What does this program do?

In fields where information changes rapidly, such as health, sciences, business, and consumer information, new items must be purchased regularly to avoid incorrect and sometimes harmful information. Families need interesting, well-written, attractive materials to develop children's interest in reading and learning, whether or not they can afford to purchase them. Reading aloud to young children has been found to be a major factor in school readiness and later reading achievement. Students and adults find accurate, reliable information in their local libraries. Information in rapidly changing fields such as health and consumer information is accessed to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens. In accordance with 143.183 RSMo, ten percent of the annual estimate of taxes generated from the nonresident entertainer and professional athlete income tax is to be allocated and transferred to the Library Networking Fund for distribution to public libraries. In addition, gifts, contributions, grants and bequests from federal, private, or other sources may also be deposited to the Library Networking Fund and used according to the purpose of the gift or grant. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

### 2a. Provide an activity measure(s) for the program.

#### *Libraries Served:*

	2017	2018	2019
Eligible library districts, per FY	160	161	158
Population of library districts	5,476,272	5,483,526	5,465,381

### 2b. Provide a measure(s) of the program's quality.

Individual libraries survey their users on satisfaction with services provided.

### 2c. Provide a measure(s) of the program's impact.

#### *Materials Circulated:*

	2017	2018	2019
Total materials circulated, per statistical report	58,600,906	60,048,675	59,404,667
Materials circulated per person	10.70	10.95	10.87

## PROGRAM DESCRIPTION

Department Secretary of State

HB Section(s): 12.130

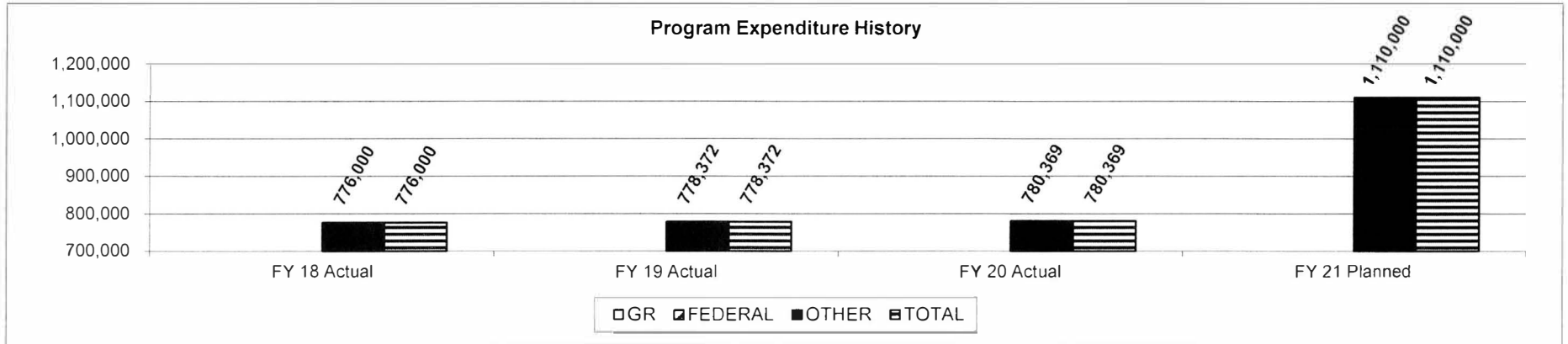
Program Name Library Networking Fund

Program is found in the following core budget(s): Library Networking Fund

**2d. Provide a measure(s) of the program's efficiency.**

Research studies show that children and teens who read over the summer months suffer less learning loss. These funds allow libraries to boost the availability of appealing reading materials for youth.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Library Networking Fund (0822)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 143.183 RSMo (professional athletes and entertainers income tax), 182.812 RSMo (Library Networking Fund) and 182.021 RSMo (State Library)

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

**NEW DECISION ITEM**  
**RANK: 8 OF 8**

<b>Department</b> Secretary of State	<b>Budget Unit</b> 23727C
<b>Division</b> Library Development	
<b>DI Name</b> Library Networking Fund Increase <b>DI#1231004</b>	<b>HB Section</b> 12.130

**1. AMOUNT OF REQUEST**

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	2,630,000	2,630,000
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>2,630,000</b>	<b>2,630,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Library Networking Fund (0822)

	FY 2022 Governor's Recommendation				E
	GR	Federal	Other	Total	
PS	0	0	0	0	
EE	0	0	0	0	
PSD	0	0	0	0	
TRF	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

<b>Est. Fringe</b>	0	0	0	0
--------------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Fund Switch
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: Restore to FY15 level of funding	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

State statute (143.183 RSMo), requires the transfer of 10% of the estimated revenues generated by the income tax on out-of-state athletes and entertainers to the Library Networking Fund for distribution to public libraries for purchase of library materials. These materials support children learning to read as well as adults taking classes and learning new skills.

In addition, gifts, grants, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (182.812 RSMo) and used according to the purposes of the gift or grant.

The increase requested is based on the FY22 estimated receipts the Missouri Department of Revenue anticipates receiving from the tax on nonresident out-of-state athletes and entertainers.



## NEW DECISION ITEM

RANK: 8 OF 8

<b>Department</b> Secretary of State	<b>Budget Unit</b> <u>23727C</u>
<b>Division</b> Library Development	
<b>DI Name</b> Library Networking Fund Increase <b>DI#1231004</b>	<b>HB Section</b> <u>12.130</u>

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Each year the Department of Revenue is required to estimate the amount of revenue generated by the income tax on out-of-state athletes and entertainers. The increase requested is based on the FY22 estimated receipts from the tax on nonresident out-of-state athletes and entertainers as reported by the Office of Administration. The FY21 core appropriation is \$1,110,000. The estimated revenues for FY22 are \$36.4 million. Ten percent of that is \$3,640,000. The transfer amount should be \$3,640,000; however, an extra \$100,000 in appropriation authority is kept for the possibility of grants, contributions, or bequests. The request is for the difference, or \$2,630,000.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS	E
							0			
							0	0.0		
<b>Total PS</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	
							0			
							0			
							0			
<b>Total EE</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>	
Program Distributions					<u>2,630,000</u>		<u>2,630,000</u>			
<b>Total PSD</b>	<u>0</u>		<u>0</u>		<u>2,630,000</u>		<u>2,630,000</u>		<u>0</u>	
Transfers										
<b>Total TRF</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>	
<b>Grand Total</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>2,630,000</u>	<u>0.0</u>	<u>2,630,000</u>	<u>0.0</u>	<u>0</u>	

NEW DECISION ITEM  
RANK: 8 OF 8

<b>Department</b> Secretary of State			<b>Budget Unit</b> 23727C							
<b>Division</b> Library Development										
<b>DI Name</b> Library Networking Fund Increase		<b>DI#</b> 1231004	<b>HB Section</b> 12.130							

**NEW DECISION ITEM**  
**RANK: 8 OF 8**

<b>Department</b> Secretary of State	<b>Budget Unit</b> 23727C
<b>Division</b> Library Development	
<b>DI Name</b> Library Networking Fund Increase <b>DI#1231004</b>	<b>HB Section</b> 12.130

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an activity measure(s) for the program.**

***Individuals Served:***

5,465,381 residents of Missouri's 158 library districts.

**6b. Provide a measure(s) of the program's quality.**

Individual libraries survey their users on satisfaction with services provided.

**6c. Provide a measure(s) of the program's impact.**

Summer reading has been proven to decrease loss of reading skills by children during the summer break. In 2019, 164,667 children and teens participated in summer reading programs through their public libraries.

**6d. Provide a measure(s) of the program's efficiency.**

***Library Cardholders and Materials Circulation***

	2017	2018	2019
<b>Missouri Library Cardholders</b>	3,229,988	3,177,377	3,224,011
<b>Materials Borrowed from Libraries</b>	58,600,906	60,048,675	59,404,667

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Materials expenditures and usage of library collections are tracked and will be used in comparison with historical data to gauge effectiveness. Participation in youth summer reading programs is promoted, and participation is tracked statewide.

# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LIBRARY NETWORKING FUND								
Increase Library Networking - 1231004								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	2,630,000	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	2,630,000	0.00	0	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$2,630,000	0.00	\$0	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$2,630,000	0.00		0.00

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23147C
<b>Division</b>	Administrative Services		
<b>Core</b>	Blue Book Printing	<b>HB Section</b>	12.140

#### 1. CORE FINANCIAL SUMMARY

	FY 2022 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	50,000	50,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Blue Book Printing Fund (0471)

	FY 2022 Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	50,000	50,000
PSD	0	0	0	0
TRF	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: Blue Book Printing Fund (0471)

#### 2. CORE DESCRIPTION

HB2012 of the 99th General Assembly included a section that created a Blue Book Printing Fund to be used for the publication of the Official Manual. A one-time transfer from General Revenue in the amount of \$50,000 was appropriated to assist in funding the printing of the Blue Book to be sold at cost. The proceeds from the sales of these books are to be put back into the fund to pay for future printings of the Blue Book.

#### 3. PROGRAM LISTING (list programs included in this core funding)

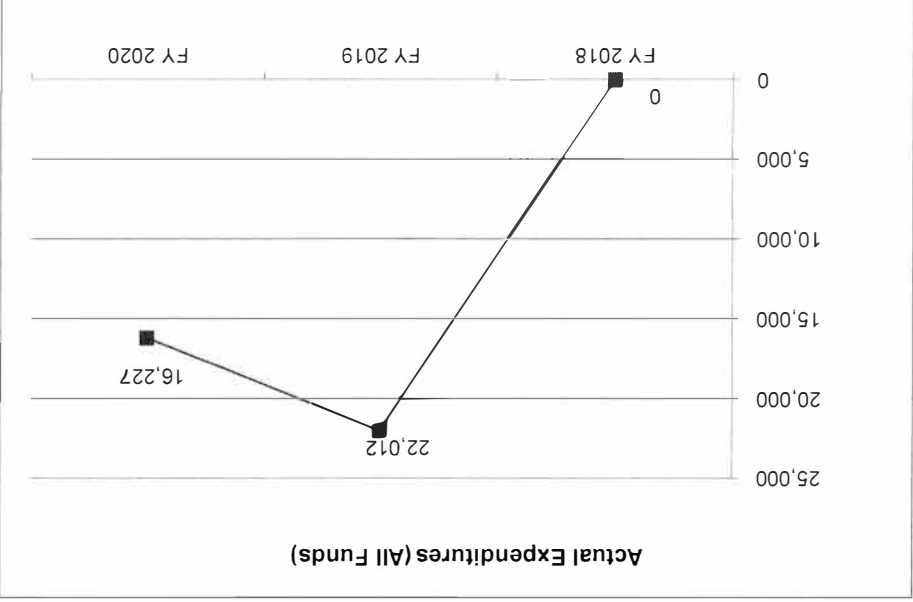
Blue Book Printing

CORE DECISION ITEM

Department	Secretary of State
Division	Administrative Services
Core	Blue Book Printing
Budget Unit	23147C
HB Section	12.140

4. FINANCIAL HISTORY

	FY 2018	FY 2019	FY 2020	FY 2021
Appropriation (All Funds)	0	50,000	50,000	50,000
Less Reverted (All Funds)	0	0	0	0
Less Restricted (All Funds)*	0	0	0	0
Budget Authority (All Funds)	0	50,000	50,000	50,000
Actual Expenditures (All Funds)	0	22,012	16,227	N/A
Unexpended (All Funds)	0	27,988	33,773	0
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	27,988	33,773	N/A



Reverted includes the statutory three-percent reserve amount (when applicable).  
Restricted includes any Governor's Expenditure Restrictions which remained at the end of the fiscal year (when applicable).

NOTES:

This is a new fund that was developed for the FY19 budget cycle.

## CORE RECONCILIATION DETAIL

SECRETARY OF STATE  
BLUE BOOK

### 5. CORE RECONCILIATION DETAIL

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	0	50,000	50,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	0	50,000	50,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	0	50,000	50,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>BLUE BOOK</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
BLUE BOOK PRINTING	16,227	0.00	50,000	0.00	50,000	0.00	50,000	0.00	
TOTAL - EE	16,227	0.00	50,000	0.00	50,000	0.00	50,000	0.00	
TOTAL	16,227	0.00	50,000	0.00	50,000	0.00	50,000	0.00	
<b>GRAND TOTAL</b>	<b>\$16,227</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	

1/27/21 15:18

im\_disummary



# DECISION ITEM DETAIL

Budget Unit	FY 2020	FY 2020	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022	FY 2022
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
BLUE BOOK								
CORE								
PROFESSIONAL SERVICES	16,227	0.00	50,000	0.00	50,000	0.00	50,000	0.00
TOTAL - EE	16,227	0.00	50,000	0.00	50,000	0.00	50,000	0.00
GRAND TOTAL	\$16,227	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$16,227	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.140

**Program Name** Blue Book Printing

**Program is found in the following core budget(s):** Blue Book Printing

**1a. What strategic priority does this program address?**

Historical and current information on U.S. Officials, elected officials, state departments, judges, county and municipal information & election results.

**1b. What does this program do?**

HB 2012 of the 99th General Assembly included a section that created a Blue Book Printing Fund to be used for the publication of the Official Manual. A one-time transfer from General Revenue was also appropriated to assist in funding of the Blue Book which is to be sold at cost. The proceeds from the sales of these books are to be put back into the fund to pay for future printings of the Blue Book.

**2a. Provide an activity measure(s) for the program.**

For the *2017–2018 Official Manual* we ordered 1,500 books. We received 1,412 and sold 611.  
For the *2019–2020 Official Manual* we ordered 750 books. We received 677 and to date have sold 357.

**2b. Provide a measure(s) of the program's quality.**

The Official Manual is a historically significant publication that is vital to researchers and historians. Every effort is made to ensure information included in the Manual is accurate, correct and current on both the published hard bound copy and on the SOS home page.

**2c. Provide a measure(s) of the program's impact.**

The Official Manual provides citizens of Missouri the information needed for historical and research purposes.

## PROGRAM DESCRIPTION

**Department** Secretary of State

**HB Section(s):** 12.140

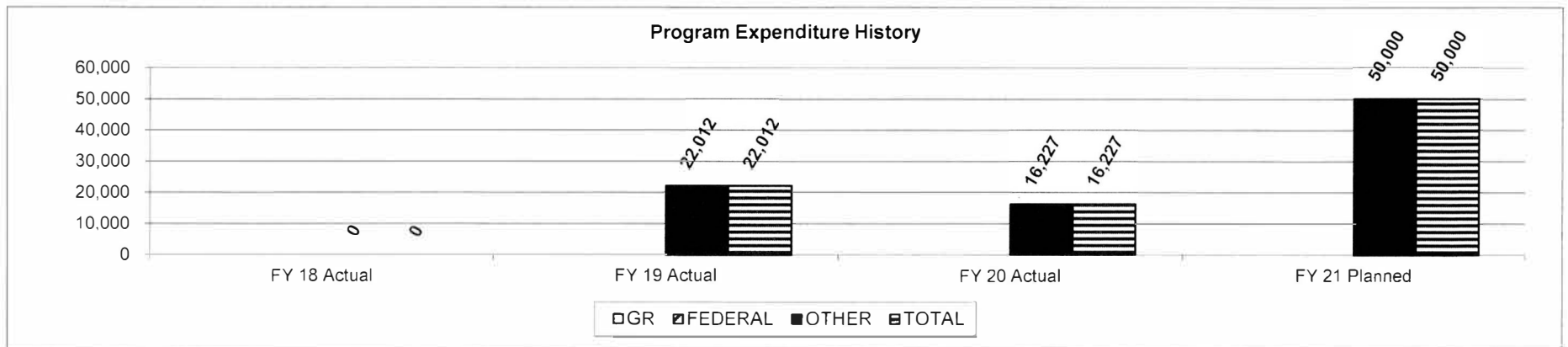
**Program Name** Blue Book Printing

**Program is found in the following core budget(s):** Blue Book Printing

**2d. Provide a measure(s) of the program's efficiency.**

The Official Manual is approximately a 1,500-page book + or -, and its production is accomplished using three staff members. Information for the Official Manual is obtained by request from each elected official, state department, judge, local county government and political party for inclusion. The book is formatted, edited, proofread, and compiled by three staff members.

**3. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year. (Note: Amounts do not include fringe benefit costs.)**



**4. What are the sources of the "Other " funds?**

Blue Book Printing Fund (0471)

**5. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

House Bill 2012 of the 99th General Assembly

**6. Are there federal matching requirements? If yes, please explain.**

No

**7. Is this a federally mandated program? If yes, please explain.**

No

## DECISION ITEM SUMMARY

Budget Unit	SUPPL DEPT	SUPPL DEPT	SUPPL GOV	SUPPL GOV	SUPPL GOV	SUPPL GOV	SUPPL	SUPPL
Decision Item	REQUEST	REQUEST	RECOMMENDED	RECOMMENDED	REL RESERVE	REL RESERVE	MONTHS FOR	POSITION
Budget Object Summary	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE		
Fund								
<b>ABSENTEE BALLOTS</b>								
Absentee Ballots - 2231001								
PROGRAM-SPECIFIC								
GENERAL REVENUE	223,543	0.00	223,543	0.00	0	0.00	0	0.00
TOTAL - PD	223,543	0.00	223,543	0.00	0	0.00	0	0.00
TOTAL	223,543	0.00	223,543	0.00	0	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$223,543</b>	<b>0.00</b>	<b>\$223,543</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

1/27/21 15:52

im\_disummary

**SUPPLEMENTAL NEW DECISION ITEM**

<b>Department</b>	Secretary of State	<b>House Bill Section</b>	
<b>Division</b>	Elections		
<b>DI Name</b>	Absentee Ballots	<b>DI#</b>	2231001
		<b>Original FY 2021 House Bill Section, if applicable</b>	12.085

**1. AMOUNT OF REQUEST**

	FY 2021 Supplemental Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	223,543	0	0	223,543
TRF	0	0	0	0
<b>Total</b>	<b>223,543</b>	<b>0</b>	<b>0</b>	<b>223,543</b>

FTE	0.00	0.00	0.00	0.00
POSITIONS	0	0	0	0
NUMBER OF MONTHS POSITIONS ARE NEEDED: _____				

Est. Fringe	0	0	0	0
-------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2021 Supplemental Governor's Recommendation			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	223,543	0	0	223,543
TRF	0	0	0	0
<b>Total</b>	<b>223,543</b>	<b>0</b>	<b>0</b>	<b>223,543</b>

FTE	0.00	0.00	0.00	0.00
POSITIONS	0	0	0	0
NUMBER OF MONTHS POSITIONS ARE NEEDED: _____				

Est. Fringe	0	0	0	0
-------------	---	---	---	---

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. WHY IS THIS SUPPLEMENTAL FUNDING NEEDED? INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

115.285, RSMo requires mailing envelopes used for returning ballots to local election authorities (LEAs) to incorporate a business reply permit so that no ballot, returned by mail, required postage. Moreover, Missouri law requires that all fees and costs for establishing and maintaining the business reply permit be covered by the Secretary of State.

Due to the pandemic, more voters than ever will be voting using the absentee option. Additionally, with SB631, the mail-in voting option will be available for the November general election, thus increasing the cost incurred that need to be reimbursed to the local election authorities. The \$150,000 originally appropriated for absentee ballot reimbursement will be exhausted at the end of the calendar year.

**SUPPLEMENTAL NEW DECISION ITEM**

<b>Department</b>	Secretary of State	<b>House Bill Section</b>	
<b>Division</b>	Elections		
<b>DI Name</b>	Absentee Ballots	<b>DI#2231001</b>	<b>Original FY 2021 House Bill Section, if applicable</b> <u>12.085</u>

**3. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why.**

The Secretary of State will not have adequate funding for the last six months of FY21 to reimburse LEAs for costs associated with absentee ballots. Given there is an election in April, the SOS estimates the additional appropriation amount of \$223,543 is necessary for reimbursement to the LEAs.

Using 2017-2020 actual municipal absentee information, 221,784 was the highest count of absentee ballots requested and received over a four year span. Approximately 15% of the 2020 municipal election were walk-ins; therefore, no postage costs will be incurred. If 188,516 will be requesting and returning their absentee ballots via mail, the cost can be calculated assuming the following: Large municipalities account for approximately 60% of all absentee ballots and 40% are from smaller LEAs. The larger areas costs approximately \$.643 apiece and the smaller LEAs are approximately \$2.00 apiece.

**4. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE
							0	0.0
							0	0.0
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0
							0	
							0	
							0	
<b>Total EE</b>	0		0		0		0	
Program Distributions	223,543						223,543	
<b>Total PSD</b>	223,543		0		0		223,543	
Transfers							0	
<b>Total TRF</b>	0		0		0		0	
<b>Grand Total</b>	223,543	0.0	0	0.0	0	0.0	223,543	0.0

**SUPPLEMENTAL NEW DECISION ITEM**

<b>Department</b>	Secretary of State	<b>House Bill Section</b>	
<b>Division</b>	Elections		
<b>DI Name</b>	Absentee Ballots	<b>DI#2231001</b>	<b>Original FY 2021 House Bill Section, if applicable</b> <u>12.085</u>

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE
							0	0.0
							0	0.0
<b>Total PS</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>
							0	
							0	
							0	
							0	
<b>Total EE</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>	
Program Distributions	223,543						223,543	
<b>Total PSD</b>	<u>223,543</u>		<u>0</u>		<u>0</u>		<u>223,543</u>	
Transfers							0	
<b>Total TRF</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>	
<b>Grand Total</b>	<u><u>223,543</u></u>	<u><u>0.0</u></u>	<u><u>0</u></u>	<u><u>0.0</u></u>	<u><u>0</u></u>	<u><u>0.0</u></u>	<u><u>223,543</u></u>	<u><u>0.0</u></u>

**SUPPLEMENTAL NEW DECISION ITEM**

<b>Department</b>	Secretary of State	<b>House Bill Section</b>	
<b>Division</b>	Elections		
<b>DI Name</b>	Absentee Ballots	<b>DI#</b>	2231001
		<b>Original FY 2021 House Bill Section, if applicable</b>	12.085

**5. PERFORMANCE MEASURES** (If new decision item has an associated core, separately identify projected performance with & without additional funding.)

5a. Provide an activity measure of the program.

5b. Provide a measure of the program's quality.

5c. Provide a measure of the program's impact.

5d. Provide a measure of the program's efficiency.



**SUPPLEMENTAL NEW DECISION ITEM**

<b>Department</b>	Secretary of State	<b>House Bill Section</b>	
<b>Division</b>	Elections		
<b>DI Name</b>	Absentee Ballots	<b>DI#</b>	2231001
		<b>Original FY 2021 House Bill Section, if applicable</b>	12.085

**6. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

# DECISION ITEM DETAIL

Budget Unit	SUPPL DEPT	SUPPL DEPT	SUPPL GOV	SUPPL GOV	SUPPL GOV	SUPPL GOV	SUPPL	SUPPL
Decision Item	REQUEST	REQUEST	RECOMMENDED	RECOMMENDED	REL RESERVE	REL RESERVE	MONTHS FOR	POSITION
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE		
<b>HOUSE BILL 15</b>								
<b>Absentee Ballots - 2231001</b>								
PROGRAM DISTRIBUTIONS	223,543	0.00	223,543	0.00	0	0.00	0	0.00
TOTAL - PD	223,543	0.00	223,543	0.00	0	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$223,543</b>	<b>0.00</b>	<b>\$223,543</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$223,543	0.00	\$223,543	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00